



AGENDA
VILLAGE BOARD MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS WISCONSIN
September 19, 2013
7:30 P.M.

1. Call to Order/ Roll Call
2. Verification of Compliance With Open Meeting Law
3. Pledge of Allegiance
4. PUBLIC HEARING
 - a. Public Hearing: Subdivision Regulations
 - b. Discussion/Action regarding Ordinance 2013-08-01 an ordinance to repeal, recreate, rename and renumber Chapter 66, entitled "Subdivision Regulations" and to adopt Chapter 330, entitled "Subdivision of Land".
5. REPORT
 - a. Update regarding Richfield, Slinger and Sussex Building Inspections Intergovernmental Agreement
6. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding ITEMS ON THE AGENDA ONLY. Public comments are not a public hearing and are typically a one way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the President.)
7. CONSENT AGENDA
 - a. Vouchers for Payment
 - b. Treasurer's Report
 - c. Plan Commission Report
 - d. Meeting Minutes:
 - i. Village Board, August 15, 2013
 - e. New Operator Licenses
8. DISCUSSION/ACTION ITEMS
 - a. Discussion/Action regarding Resolution R2013-9-1 a resolution revising the fee schedule
 - b. Discussion/Action regarding execution of an agreement with NovaPrint USA to publish road maps of the Village of Richfield
 - c. Discussion/Action regarding proposal to reschedule regular Village Board meeting dates for January and July of 2014.
 - d. Discussion/Action regarding acceptance of quotes for 2013 crack filling program
9. PUBLIC COMMENTS (...continued)
10. CLOSED SESSION
 - a. Discussion and possible action on a motion to go into closed session under Wis. Stats. 19.85(1) (g) conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the governing body with respect to litigation in which it is or is likely to become involved. - Specifically regarding property at 5271 Pleasant Hill Rd.
11. ADJOURNMENT



Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov.

Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible.



AFFIDAVIT OF POSTING

Pursuant to Sec. 985.02(2), Wis Stats., I, Carolui Fochs, being duly sworn, state as follows:

1. I am an adult resident of the State of Wisconsin, and I make this affidavit on personal knowledge.
2. I hereby certify that I posted a copy of the attached:

1) Architectural Review Bd Mtg - September 18, 2013
2) Village Board Meeting - September 16, 2013
3) Plan Commission Meeting - September 16, 2013
4) Village Board Meeting - September 19, 2013

on 9.13.13 (date), 1:00 pm (time), at the Village posting locations, namely: on the outside bulletin board of the Village Hall located at 4128 Hubertus Road, Hubertus; on the outside bulletin board at the Hubertus Post Office located at 3695 Hubertus Road, Hubertus; on the outside bulletin board at the Richfield Post Office located at 1925 Hwy 175, Richfield; and on the outside bulletin board at the Colgate Post Office located at 3392 Hwy Q, Colgate.

Carolui Fochs
Signature

9-13-13
Date

Personally came before me this 13th day
of September, 2013.

Margaret M. Runnels
Notary Public, State of Wisconsin
My commission expires 9/25/16

I also certify that notice of such meeting(s) were sent via email to the West Bend Daily News, the Germantown Express News, the Hartford Times Press, and the Milwaukee Journal Sentinel.

Signature

Date

I further certify that a copy has been posted to the Village website www.richfieldwi.gov.

Signature

Date



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

46

MEETING DATE: September 19, 2013

SUBJECT: Ordinance 2013-08-01 Subdivision of Lands
DATE SUBMITTED: September 12, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO APPROVE THE ENCLOSED CHANGES TO CHAPTER 66, SUBDIVISION REEGLATIONS?

ISSUE SUMMARY:

At the August 15, 2013 meeting of the Village Board, the Board directed Staff to review the draft amendments to the Subdivision Code and search for additional amendments, seeking to remove references to public sanitary sewer and/or water systems. While this language was part of the original text, adopted in 1983, likely aimed at providing an orderly process for any development which might propose such utilities, considering the concerns raised in the community regarding the alleged imminent threat of such municipal utilities, the Board communicated its desire to once again make clear their commitment to continuing future land use planning with conventional well and septic systems.

Following this direction from the Board, Staff has done multiple word searches throughout this document and has attempted to remove all references that might infer the prospect of municipal water and sewer. For your convenience, attached you will find a revised redline version of the 1983 Subdivision Code for your review.

FISCAL IMPACT:

REVIEWED BY: Wanna Pearson
Village Deputy Treasurer

Initial Project Costs: None
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Amended Subdivision of Lands, Chapter 330
2. August 15, 2013 Packet Materials

STAFF RECOMMENDATION:

Motion to adopt Ordinance 2013-08-01 an ordinance to repeal, recreate, rename and renumber Chapter 66, entitled "Subdivision Regulations" and to adopt Chapter 330, entitled "Subdivision of Land".

APPROVED FOR SUBMITTAL BY:

CF
Village Staff Member

JS
Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

**CHAPTER 330
SUBDIVISION OF LAND**

**AN ORDINANCE TO REPEAL, RECREATE, RENAME AND RENUMBER
CHAPTER 66, ENTITLED "SUBDIVISION REGULATIONS" AND TO ADOPT,
REPEAL AND RECREATE CHAPTER 330, ENTITLED "SUBDIVISION OF LAND"**

WHEREAS, the Village of Richfield has an existing Subdivision Code, entitled "Subdivision Regulations", which was adopted on May 10, 1984, by Ordinance No. 84-1; and,

WHEREAS, on May 03, 2012 the Village Board of the Village of Richfield resolved as part of a "Strategic Plan" a goal to *Maintain and Personify Small, Responsible and Accountable Local Government*, an objective to *Continue to develop organizational policies and procedures*, and a task of *Recodification of Village Ordinances*; and,

WHEREAS, the recodification of the Subdivision Regulations provides clear, concise and consistent language, while improving the efficient, effective, economical and equitable administration of government in the Village of Richfield; and,

WHEREAS, the Plan Commission, at the request of the Village Board, reviewed this proposed ordinance and upon motion duly made, seconded and adopted, recommended approval of the same; and,

WHEREAS, the Village Board commenced a public hearing on August 15, 2013, which was adjourned to September 19, 2013 for consideration of this proposed ordinance; and,

WHEREAS, based on the input received at the public hearing on August 15, 2013, the Village Board requested that Village Staff make specific modifications to this proposed ordinance, relative to various references to public sanitary sewer and water facilities; and,

NOW, THEREFORE BE IT RESOVLED, the Village Board of the Village of Richfield, Washington County, Wisconsin DO HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Chapter 66 of the Village of Richfield Village Code entitled, "Subdivision Regulations" is hereby re-numbered Chapter 330, and is renamed "Subdivision of Land".

SECTION 2. Chapter 66, entitled "Subdivision Regulations" is hereby repealed and recreated as follows:

SECTION 3. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific Section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, Sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 4. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Adopted this 19th day of September, 2013.

Attest

Joshua Schoemann, Village Clerk

John Jeffords, Village President

Chapter 330

SUBDIVISION OF LAND

ARTICLE I General Provisions

- § 330-1. Statutory authority.
- § 330-2. Purpose.
- § 330-3. Intent.
- § 330-4. Definitions.
- § 330-5. Abrogation and greater restrictions.
- § 330-6. Interpretation.
- § 330-7. Jurisdiction.
- § 330-8. Compliance.
- § 330-9. Dedication and reservation of land.
- § 330-10. Improvements.
- § 330-11. Variances.
- § 330-12. Land suitability.
- § 330-13. Enforcement.
- § 330-14. Violations and penalties.
- § 330-15. Appeals.

ARTICLE II Land Provision Procedures

- § 330-16. Pre-preliminary plat.
- § 330-17. Preliminary plat review and approval.
- § 330-18. Final plat review and approval.
- § 330-19. Replat review and approval.
- § 330-20. Minor land division review and approval (certified survey map).
- § 330-21. Plats and minor land divisions within the extraterritorial jurisdiction of the Village.

ARTICLE III Preliminary Plat Data and Preparation

- § 330-22. Contents generally.
- § 330-23. Plat data.
- § 330-24. Additional data requirements.
- § 330-25. Affidavit.
- § 330-26. Fees.

ARTICLE IV Final Plat Data and Preparation

- § 330-27. Contents generally.
- § 330-28. Additional data requirements.
- § 330-29. Surveying and monumenting.
- § 330-30. Survey accuracy.
- § 330-31. State plane coordinate system.

ARTICLE V Certified Survey Map Data and Information

- § 330-33. Generally.
- § 330-34. Additional required data.
- § 330-35. State plane coordinate system.
- § 330-36. Certificates.

ARTICLE VI Design Standards

- § 330-37. Street arrangement.
- § 330-38. Limited access highway and railroad right-of-way treatment.

§ 330-39. Street and other public way design standards.

§ 330-40. Street intersection design.

§ 330-41. Block design.

§ 330-42. Lot design.

§ 330-43. Building setback lines.

§ 330-44. Easements.

ARTICLE VII Required Improvements

§ 330-64. Erosion control.

§ 330-45. Survey monuments.

§ 330-46. Grading.

§ 330-47. Surfacing.

§ 330-48. Curb and gutter.

§ 330-49. Rural street sections.

§ 330-50. Sidewalks.

§ 330-51. Private sewage disposal systems.

§ 330-52. Stormwater drainage facilities.

§ 330-53. Water supply facilities.

§ 330-54. Other utilities.

§ 330-55. Streetlights.

§ 330-56. Street and regulatory signs.

§ 330-57. Planting screens.

§ 330-58. Sediment control.

§ 330-59. Optional provision of required improvements and facilities.

ARTICLE VIII Construction

§ 330-60. Commencement.

§ 330-61. Building permits.

§ 330-63. Plans.

§ 330-62.
Occupancy
permit.

§ 330-65. Existing flora.

§ 330-66. Inspection.

§ 330-67. Changes and modification.

ARTICLE IX Fees

§ 330-68. Generally.

§ 330-69. Pre-preliminary plat and certified survey map review fee.

§ 330-70. Preliminary plat.

§ 330-71. Improvement review fee.

§ 330-72. Inspection fee.

§ 330-73. Final plat and certified survey map review fee.

§ 330-74. Village engineering fee.

§ 330-75. Legal fee.

~~[HISTORY: Adopted by the Village Board of the Village of Richfield 7-16-2009 by Ord. No. 2009-7-6 (Ch. 66 of prior Code). Amendments noted where applicable.]~~

ARTICLE I General Provisions

§ 330-1. Statutory authority.

The regulations of this chapter are adopted under the authority granted by Wis. Stats. §§ 61.35, 62.23, 66.0105, 236.02(5), 236.10(1)(b) and (2) and 236.45.

§ 330-2. Purpose.

The purpose of this chapter is to regulate and control the division of land within the limits of the Village and within the Village's extraterritorial jurisdiction in order to promote the public health, safety, morals, prosperity, aesthetics, and general welfare of the Village.

§ 330-3. Intent.

It is the general intent of this chapter to regulate the division of land so as to:

- A. Obtain the wise use, conservation, protection, and proper development of the Village's soil, water, wetland, woodland, and wildlife resources and attain a proper adjustment of land use and development to the supporting and sustaining natural resource base;
- B. Lessen congestion in the streets and on the highways;
- C. Further the orderly layout and appropriate use of land;
- D. Provide for safety from fire, panic and other dangers;
- E. Provide adequate light and air;
- F. Facilitate adequate provision for housing, transportation, water supply, stormwater, wastewater, schools, parks, playgrounds, and other public facilities and services;
- G. Secure safety from flooding, water pollution, disease and other hazards;
- H. Prevent flood damage to persons and properties and minimize expenditures for flood relief and flood control projects;
- I. Prevent and control erosion, sedimentation, and other pollution of surface and subsurface waters;
- J. Preserve natural vegetation and cover and promote the natural beauty of the Village;
- K. Restrict building sites on areas covered by poor soils or in other areas poorly suited for development;
- L. Facilitate the further division of larger tracts into smaller parcels of land;
- M. Ensure adequate legal description and proper survey monumentation of subdivided land;
- N. Provide for the administration and enforcement of this chapter;
- O. Provide penalties for its violation; and
- P. Implement those Village, county, watershed, or regional comprehensive plans or their components adopted by the Village, and in general to facilitate enforcement of Village development standards as set forth in any plans, plan components, codes or ordinances adopted by the Village.

§ 330-4. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ALLEY A special public way affording only secondary access to abutting properties.

ARTERIAL STREET An urban or rural street used, or intended to be used, primarily for fast or heavy inter-neighborhood or inter-community through traffic. "Arterial street" shall include freeways and expressways as well as standard arterial streets, highways and parkways.

BUILDING SETBACK LINE A line generally parallel to the street lot line and at a specified minimum distance from such lot line as set forth in the Village Zoning Ordinance and which delineates the street side of the buildable area of the lot or parcel.

COLLECTOR STREET An urban street used, or intended to be used, to carry traffic from minor streets to arterial street systems, including the principal entrance streets to urban residential subdivisions.

COMMUNITY An incorporated municipality or a group of adjacent towns and/or incorporated municipalities having common social, economic or physical interest or characteristics.

COMPREHENSIVE PLAN An extensively developed plan, also called a master plan, adopted by the Village Plan Commission and certified to the Village Board pursuant to Wis. Stats. § 62.23, including proposals for future land use, transportation, redevelopment, utilities and public facilities. Devices for the implementation of such plans, such as zoning, official map, land division, and building codes or ordinances and capital improvement programs, may also be considered a part of the Comprehensive Plan.

CONTIGUOUS LANDS Lands not separated by streets, navigable streams or rivers, lakes, railroads or other physical barriers or ownerships.

**COUNTY ~~LAND USE AND PARK DEPARTMENT PLANNING AND PARKS~~
DEPARTMENT** The agency of the county government in the county having land division plat review and approval authority.

CUL-DE-SAC STREET A minor street closed at one end with a turnaround provided for the safe movement of motorized vehicles.

DETENTION BASIN A stormwater pond or structure designed to provide temporary retention and control of stormwater runoff via a surface outlet.

DEVELOPER Any person, firm, or corporation, or any agent thereof, dividing or proposing to divide land resulting in a land division or replat.

DEVELOPMENT (RURAL) Agricultural, residential, recreational, and other open space development at such concentrations and densities not requiring traditional urban services and facilities. Historically, in southeastern Wisconsin, when residential development densities are less than 0.2 dwelling unit per gross acre (or one dwelling unit per five acres), such traditional urban services are not required. Such rural development may be expected to result in

minimum disturbance of the land and land cover, and therefore, less impact on the natural environment.

DEVELOPMENT (URBAN) — Residential, commercial, industrial, governmental, and institutional development in sufficient concentrations or densities to require a variety and high level of traditional urban services and facilities, including but not limited to full-time or part-time municipal police and fire protection and community administration; additional public streets and highways; neighborhood parks and playgrounds; neighborhood schools; local libraries; ~~public sanitary sewer facilities, public water supply facilities;~~ public solid waste removal; storm sewers; mass transit facilities; continual street maintenance; curbs, gutters, and sidewalks; ~~streetlighting~~ street lighting; and neighborhood convenience shopping. Such development may be expected to alter or require the altering of land and land cover and have a detrimental impact on the groundwater and surface water. Historically, in southeastern Wisconsin, urban development occurs when residential development is concentrated in large areas at densities in excess of 0.2 dwelling unit per gross acre (or one dwelling unit per five acres).

ENVIRONMENTAL CORRIDORS — Linear areas of the natural landscape containing concentrations of both land and water resources as defined and delineated by the Southeastern Wisconsin Regional Planning Commission. Such environmental corridors are a composite of the most important individual elements of the natural resource base and, generally, have immeasurable environmental, ecological, and recreational value.

EXTRATERRITORIAL JURISDICTION — As applied to the Village, the unincorporated areas within 1 1/2 miles of the Village, and as applied to other cities and villages shall mean the unincorporated area within 1 1/2 miles of a fourth-class city or a village and within three miles of all other cities which have established a land division control ordinance pursuant to Wis. Stats. § 236.02(5). Wisconsin Statutes § 66.0105 shall control determinations respecting overlapping extraterritorial jurisdictions.

FACE OF CURB — The vertical portion of the curb facing the pavement on a non-mountable curb. On mountable curbs, the curb face is computed to be at a point 12 inches from the outside edge of the curb.

FLOODLANDS — Those lands, including the floodplains, flood fringe, floodways, and channels, subject to inundation by the one-hundred-year recurrence interval flood or, where such data is not available, the maximum flood of record.

FRONTAGE STREET — A minor street auxiliary to and located adjacent to an arterial street and used to control access to the arterial street and to provide access and service to abutting properties.

HIGH GROUNDWATER ELEVATION — The highest elevation to which subsurface water rises. This may be evidenced by the actual presence of water during wet periods of the year or by soil mottling during drier periods. The term "mottling" is a variation of soil colors. In soils with restricted internal drainage, gray, yellow, red, and brown colors are intermingled giving a multicolored effect.

HIGH WATER ELEVATION — The average annual high water level of a pond, stream, lake, flowage, or wetland referred to an established datum plane or, where such elevation is

not available, the elevation of the line up to which the presence of the water is so frequent as to leave a distinct mark by erosion, change in or destruction of vegetation, or other easily recognized topographic, geologic, or vegetative characteristic.

INGRESS/EGRESS Entry/exit.

LAND DIVISION Any division of land which results in the creation of additional lots, parcels, or tracts of land.

LETTER OF CREDIT A written letter engagement by a commercial bank made at the request of the developer whereby the issuer will honor drafts or other demands for payment upon compliance with the conditions specified in the letter of credit.

LOT A parcel of land, whether acquired by one or more conveyances, having frontage on a public or other officially approved means of access, occupied, or intended to be occupied, by a principal structure or use and sufficient in size to meet the lot width, lot frontage, lot area, yard, parking area, and other space provisions of the Village Zoning Ordinance or this chapter and other Village codes, chapters, and ordinances.

LOT, CORNER A lot abutting two or more streets at their intersection, provided that the corner of such intersection shall have an angle of 135° or less, measured on the lot side.

LOT, DOUBLE FRONTAGE A lot which has opposite lot lines along two substantially parallel streets and which is not a corner lot. Both street lines on a double frontage lot shall be deemed street front lot lines, but in the case of two or more contiguous double frontage lots, there shall be a common front lot line.

MINOR LAND DIVISION Any division of land not defined as a subdivision which results in one or more new parcels and the division of a block, lot or outlot within a recorded subdivision plat or recorded certified survey map, provided that areas previously dedicated to the public are not altered thereby.

MINOR STREET A street used, or intended to be used, primarily for access to abutting properties.

MUNICIPALITY An incorporated village or city.

NAVIGABLE STREAM Any stream capable of floating any boat, skiff, or canoe of the shallowest draft used for recreational purposes at any time of the year.

OUTLOT A parcel of land, other than a lot or block, so designated on the plat, but generally not of standard lot size, which is used to convey or reserve parcels of land for purposes other than residential development and which may be either redivided into lots or combined with one or more other adjacent outlots or lots in adjacent land divisions in the future for the purpose of creating buildable lots.

PRELIMINARY PLAT A map showing the salient features of a proposed subdivision submitted to an approving authority for purposes of official preliminary consideration.

PUBLIC WAY Any public road, street, highway, walkway, drainageway, easement, or part thereof.

REPLAT — The changing of the exterior boundaries of a recorded land division or part thereof.

RETENTION BASIN — A stormwater pond or structure designed to provide temporary or permanent retention of storm runoff via evaporation or soil absorption.

SHORELANDS — Those lands, in the Village, lying within 1,000 feet from the high water elevation of navigable lakes, ponds, and flowages or 300 feet from the high water elevation of navigable streams or to the landward side of the floodplain, whichever is greater.

SOIL MAPPING UNIT — An area inscribed on the operational soil survey maps prepared by the U.S. ~~Soil Conservation Service~~Natural Resources Conservation Service and designated by soil type, slope, and erosion factor.

SUBDIVISION — The division of land by the owner thereof, any successor in interest or any agent of either, where the act of division creates:

- A. Five or more parcels or building sites of 20 acres each or less in area; or
- B. Five or more parcels or building sites of 20 acres each or less by successive divisions within five years.

VILLAGE ENGINEER — The employee or contracted consultant who is designated to perform the duties and functions, as determined by the Administrator or his/her designee.

WETLANDS — Those lands which are partially or wholly covered by marshland flora and generally covered with shallow standing water or lands which are wet and spongy due to a high water table.

WISCONSIN ADMINISTRATIVE CODE — The rules of administrative agencies having rule-making authority in the state, published in a ~~looseleaf~~loose-leaf, continual revision system as directed by Wis. Stats. § 35.93 and Wis. Stats. Ch. 227, including subsequent amendments to those rules.

§ 330-5. Abrogation and greater restrictions.

It is not intended by this chapter to repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, agreements, rules, regulations, or permits previously adopted or issued; however, where this chapter imposes greater restrictions, the provisions of this chapter shall govern.

§ 330-6. Interpretation.

In their interpretation and application, the provisions of this chapter shall be held to be minimum requirements and shall be liberally construed in favor of the Village and shall not be deemed a limitation or repeal of any other power granted by statute.

§ 330-7. Jurisdiction.

Jurisdiction of this chapter shall include all lands within the limits of the Village and within the Village's extraterritorial jurisdiction. The provisions of this chapter shall not apply to:

- A. Transfers of interests in land by will or pursuant to court order;
- B. Leases for a term not to exceed 10 years, mortgages, or easements; and
- C. Sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created, and the lots resulting are not reduced below the minimum sizes required by this chapter, the Village Zoning Ordinance, or other applicable laws, chapters, or ordinances.

§ 330-8. Compliance.

No person shall divide any land located within the Village or within the Village's extraterritorial jurisdiction which results in a subdivision, minor land division or a replat; no such subdivision, minor land division or replat shall be entitled to recording; and no street shall be laid out or physical improvements made to land without compliance with all requirements of this chapter and the following documents:

- A. Wisconsin Statutes Ch. 236;
- B. Rules of the State Department of ~~Commerce, Chapter 83~~ Safety and Professional Services, Ch. SPS 383, Wis. Adm. Code., regulating lot size and lot elevation if the land to be subdivided is not served by a public sewer and provisions for such service have not been made;
- C. Rules of the State Department of Natural Resources relating to water quality and wetland development;
- D. Rules of the State Department of Transportation relating to safety of access and the preservation of the public interest and investment in the highway system if the land owned or controlled by the developer abuts on a state trunk highway or connecting street;
- E. Duly adopted Comprehensive Plan or Comprehensive Plan component of the Village;
- ~~F. The Village flood and shoreland zoning ordinance; and~~
- G.F. The Village's zoning regulations in the Zoning Ordinance and supplements and amendments thereto, and all other applicable Village codes, chapters and ordinances.

§ 330-9. Dedication and reservation of land.

- A. Streets, highways, and drainageways. Whenever a tract of land to be divided within the Village encompasses all or any part of an arterial or collector street, drainageway, or other public way which has been designated on a Village, county, or regional Comprehensive Plan or Comprehensive Plan component adopted by the Village or county, such public way shall be made a part of the plat and dedicated or reserved by the developer in the locations and dimensions indicated on such plan or map and as set forth in Article VI of this chapter.
- B. Public sites. Whenever a tract of land to be divided within the Village encompasses all or any part of a public site which has been designated on a Village, county, or regional Comprehensive Plan or Comprehensive Plan component adopted by the Village or

county, such public site shall be made a part of the plat and dedicated or reserved by the developer in the locations and dimensions indicated on such plan. Where the developer proposes a park or playground, the Village may require that any such park or playground be made an outlot and be privately owned and held in joint ownership by and maintained for the benefit of the owners of lots within the subdivision.

§ 330-10. Improvements.

Following approval of a preliminary plat or, where required, a preliminary certified survey map, but not prior thereto, the developer shall install all street, utility and other improvements as required in this section. Such improvements shall be completed prior to submission for approval of any final plat or final certified survey map and, further, must be made to the satisfaction of the Village Engineer and within 24 months from the date of preliminary approval or such approval will be considered null and void. If for some reason the required improvements cannot or should not be made within the prescribed twenty-four-month period, the Village Board may extend the period and require a cash bond or irrevocable letter of credit in an amount equal to 120% of the cost of completing such improvements as estimated by the Village Engineer as a guarantee that the required improvements will be made within a reasonable period prescribed by and satisfactory to the Village Board. Any such cash bond or irrevocable letter of credit shall remain in the custody of the Village, and the Village will not be obligated to pay interest thereon. In no event shall the provision of a cash bond or irrevocable letter of credit for completion of required improvements remove the burden of such completion from the developer. In addition:

- A. Contractors' and subcontractors' work is subject to approval. Contractors and subcontractors retained by the developer to construct street and utility improvements on street rights-of-way proposed for public ownership and use or to prepare contracts and contract specifications for such construction shall be subject to the approval of the Village Engineer.
- B. Survey monuments. Before final approval of any plat or certified survey map within the Village, the developer shall install survey monuments placed in accordance with the requirements of Wis. Stats. Ch. 236.
- C. Governmental units. Governmental units to which these contract provisions apply may file, in lieu of such contract, a letter from officers authorized to act on their behalf agreeing to comply with the provision of this chapter.
- D. Guarantee of improvements. All public improvements shall be guaranteed against physical defect and repaired by the developer for a period of one year following initial acceptance of such improvements by the Village Board.

§ 330-11. Variances.

Where, in the judgment of the Village Board, it would be inappropriate to apply literally the provisions of Articles VI and VII of this chapter because exceptional or undue hardship would result, the Village Board, upon recommendation of the Village Plan Commission, may waive or modify any requirement to the extent deemed just and proper. No variance to the

provisions of this chapter shall be granted, however, unless the Village Board makes a specific finding based on documented evidence that all of the following facts and conditions exist and so indicates in the minutes of its proceedings:

- A. Exceptional circumstances. There are exceptional, extraordinary, or unusual circumstances or conditions where a literal enforcement of the requirements of this chapter would result in severe physical hardship. Such hardships should not apply generally to other properties or be of such a recurrent nature as to suggest that this chapter should be changed.
- B. Preservation of property rights. Such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity.
- C. Absence of detriment. The variance will not create substantial detriment to adjacent property and will not materially impair or be contrary to the purpose and spirit of this chapter or the public interest.

§ 330-12. Land suitability.

No land shall be divided or subdivided for residential use which is determined to be unsuitable for such use by the Village Board for reason of flooding, inadequate drainage, adverse soil conditions, rock formation, unfavorable topography, or any other feature likely to be harmful to the health, safety, or welfare of the future residents of the proposed land division or the Village.

A. Determination of suitability shall be based upon the following:

- (1) Floodlands. No lot of 25,000 square feet or less in area shall include floodlands. All lots more than 25,000 square feet in area shall contain not less than 25,000 square feet of land which is at an elevation at least two feet above the elevation of the one-hundred-year recurrence interval flood, or where such data is not available, five feet above the maximum flood of record.
- (2) Land zoned as lowland conservancy. No lot of 25,000 square feet or less in area shall include lands zoned or designated as lowland conservancy. All lots more than 25,000 square feet in area shall contain not less than 25,000 square feet of land area which is not delineated as lowland conservancy.
- (3) Lots made, altered, or filled entirely with non-earth materials shall not be divided into residential building sites.
- (4) Lots made, altered, or filled entirely with earth within the preceding seven years shall not be used for on-site soil absorption sanitary sewage disposal system fields.
- (5) Lots proposed to be served by conventional on-site soil absorption sanitary sewage disposal systems, including mound systems, shall have not less than 10,000 square feet in slopes of less than 20%.

- (6) Lots proposed to be served by non-conventional on-site soil absorption sanitary sewage disposal systems shall have not less than 15,000 square feet in slopes of less than 12%.
- (7) Lands having bedrock or groundwater within five feet of the natural undisturbed surface shall not be used for residential building sites to be served by conventional on-site soil absorption sanitary sewage disposal systems.
- (8) ~~Commerce standards for soil percolation shall be used for all lots not served by public sanitary sewer facilities.~~ Standards of the Department of Safety and Professional Services for soil percolation
- (9) Certain soil types identified by both their alphabetical and numerical symbols and used by the U.S. Department of Agriculture, ~~Soil Conservation Service~~ Natural Resources Conservation Service and the Southeastern Wisconsin Regional Planning Commission, respectively, and which have very severe or severe limitations for the use of on-site soil absorption sanitary sewage disposal systems may only be included in residential building sites where public sanitary sewerage facilities are not available if such building sites contain not less than 25,000 square feet of other soils which are rated suitable for building construction and installation of an on-site soil absorption sanitary sewage disposal system.
- (10) Lands artificially drained by drainage tile or ditch systems for the purpose of lowering the water table shall not be used for residential building sites to be served by on-site soil absorption sanitary sewage disposal system.

B. The Village Board, upon recommendation of the Village Plan Commission, in applying the provisions of this section, shall, in writing recite the particular facts upon which it concludes that land is unsuitable for residential use and shall afford the developer an opportunity to present evidence in rebuttal to such finding of unsuitability if he so desires. Thereafter, the Village Board may affirm, modify, or withdraw its determination of unsuitability.

§ 330-13. Enforcement.

It shall be unlawful to build upon, divide, convey, record or place monuments on any land in violation of this chapter or the statute, and no person shall be issued a building permit by the Village authorizing the building on, or improvement of, any subdivision, minor land division or replat within the jurisdiction of the Village which has not been recorded prior to the effective date of this chapter until the provisions and requirements of this chapter have been fully met. The Village Board may institute appropriate action or proceedings to enjoin violations of this chapter or the applicable statute.

§ 330-14. Violations and penalties.

- A. ~~Any person who violates or fails to comply with the provisions of this chapter shall be subject to the policies outlined by Chapter 1, General Provisions. Each violation of any provision of this Chapter 330 shall be subject to the penalties and remedies described in Section 1-3 of this Code.~~ Violations and concomitant penalties shall include, but not be limited to the following:

- (1) Recordation improperly made carries penalties as provided in Wis. Stats. § 236.30.
- (2) Conveyance of lots in unrecorded plats carries penalties as provided for in Wis. Stats. § 236.31.
- (3) Monuments disturbed or not placed carries penalties as provided for in Wis. Stats. § 236.32.

B. In addition, an Assessor's plat as set forth in Wis. Stats. § 70.27 may be ordered by the Village Board at the expense of the developer when a subdivision is created by successive divisions.

§ 330-15. Appeals.

Any person aggrieved by an objection to a plat or failure to approve a plat or certified survey map may appeal such objection or failure to approve as provided in Wis. Stats. § 236.13(5), within 30 days of notification of the rejection of the plat or certified survey map. Where failure to approve is based on any unsatisfied objection, the agency making the objection shall be made a party to the action.

ARTICLE II Land Provision Procedures

§ 330-16. Pre-preliminary plat.

Prior to the filing of an application for the approval of a preliminary plat or petition for a rezoning, the developer shall consult with the Village Plan Commission and its staff, in order to obtain their review, advice and assistance in the preparation of a preliminary plat. Such consultation shall be termed the "pre-preliminary plat" stage of the land division procedure and includes the following steps and information:

- A. The developer shall prepare a conceptual development scheme or sketch plan at a scale of one inch equals 100 feet of all the contiguous lands in which he has legal or equitable interest and present three copies and the fee required by § 330-69 to the Clerk Village Clerk.
- B. Such sketch plan shall include enough information to set forth the proposed development potential of the parcel to the satisfaction of the Village Plan Commission, and include at least the following:
 - (1) Topographic mapping at not less than ten-foot contour interval, except that if in the judgment of the Village Plan Commission more detailed topographic data is required to make a recommendation to the Village Board, topography at not less than two-foot intervals may be required prior to Village Plan Commission action;
 - (2) Soil characteristics or interpretations secured from detailed soil maps prepared by the USDA Soil Conservation Service (SCS) Natural Resources Conservation Service and/or monitoring borings data;
 - (3) The limits of woodland cover and wetlands on the entire parcel;

- (4) Location of lakes, ponds, streams, or kettles, standing water, and designated floodplains on the parcel;
 - (5) Areas of steep or severe slope conditions, high water table conditions, and potential drainage and erosion problems;
 - (6) Existing and proposed access from the parcel to adjacent streets, roads, or properties;
 - (7) Proposed street location and width;
 - (8) Proposed lots including size to the nearest one-tenth acre;
 - (9) Existing zoning of property within 300 feet of the property proposed to be divided;
 - (10) Any other pertinent information useful to the developer and Village Plan Commission in their determination of developability of the parcel; and
 - (11) Environmental corridors which shall be delineated on the sketch plan.
- C. Following review and comment by the Village Planning and Zoning Administrator and Village Engineer of the sketch plan, the Village Plan Commission shall either reject the sketch plan, giving reasons for such rejection, or approve the sketch plan and make recommendations regarding any necessary rezoning. A petition for such rezoning shall be submitted simultaneously with submission of the preliminary plat. Such review and approval of the sketch plan shall constitute conceptual approval of the sketch plan only and shall not be deemed an approval of the layout and design of the proposed subdivision plat.
- D. Through the pre-preliminary plat procedure it is expected that the developer and Village Plan Commission will reach mutual conclusions regarding the general design and objectives of the proposed development and its possible effects on the Village. The developer will also gain a better understanding of the subsequent required procedures so the entire process may be expedited.

§ 330-17. Preliminary plat review and approval.

Before submitting a final plat for approval, the developer shall prepare and submit a preliminary plat in accordance with Article III of this chapter, as well as a petition for any necessary rezoning, and in doing so, adhere to the following procedure:

- A. The developer shall file 20 copies of the proposed plat and an application with the ~~Clerk~~Village Clerk at least 25 days and not more than 45 days prior to the Village Plan Commission meeting at which action is desired.
- B. At the time of application for preliminary plat approval the developer shall pay fees as set forth in the fee schedule adopted from time to time by the Village Board and provide all necessary documentation on soils and other physical features.
- C. The Village Clerk or designee shall, within two normal workdays after filing, transmit:

- (1) Four copies to the Washington ~~County Land Use and Park Department~~ Planning and Parks Department;
 - (2) Two copies to the Wisconsin Department of Administration;
 - (3) Additional copies to the Wisconsin Department of Administration for retransmission of two copies to the State Department of Transportation, if the development abuts or adjoins a state trunk highway or a connecting street, the Wisconsin Department of ~~Commerce~~ Safety and Professional Services, if the development is not served by a public sewer and provision for such service has not been made, and the Wisconsin Department of Natural Resources, if shorelands or floodlands are contained within the proposed development;
 - (4) Seven copies to the Village Plan Commission; and
 - (5) One copy to the Village Engineer.
- D. The Village shall hereafter be referred to as the "approving agency" and all other units and agencies described in Subsection C above shall hereafter be referred to as "objecting agencies."
- E. The objecting agencies shall, within 20 days of the date of receiving their copies of the proposed preliminary plat, notify the developer and all other objecting agencies and the approving agency of any objections. If there are no objections, they shall so certify on the face of the copy of the proposed preliminary plat and shall return that copy to the ~~Clerk~~ Village Clerk. If an objecting agency fails to act within 20 days, having not asked for an extension, it shall be deemed to have no objection to the plat.
- F. The preliminary plat shall then be reviewed by the Village Plan Commission for conformance with this chapter and all codes, chapters, ordinances, rules, regulations, Comprehensive Plans and Comprehensive Plan components of the Village relating to the plat and its recommendations transmitted to the Village Board.
- G. The Village Board, with or without the recommendations of the Village Engineer, Village Plan Commission and the objecting or approving agencies, shall, within 90 days of the date of filing of a preliminary plat with the ~~Clerk~~ Village Clerk, approve, approve conditionally, or reject such plat unless the time is extended by mutual written agreement with the developer. One copy of the preliminary plat shall thereupon be returned to the developer with the date and action endorsed thereon; and, if approved conditionally or rejected, a letter setting forth the conditions of approval or the reasons for rejection shall accompany the plat. At least one copy each of the preliminary plat and letter shall also be placed in the Village Board's permanent file.
- H. Deed restrictions may be required by the Village Plan Commission as a condition of preliminary plat approval for the purpose of ensuring that certain requirements and other conditions of approval imposed by the Village will be implemented by the developer and future lot owners.
- I. A developer's agreement may be required by the Village as a condition of preliminary plat approval for the purpose of identifying and establishing a timetable for the completion of required improvements and other conditions of approval. The agreement may also include provisions regarding a cash bond or irrevocable letter of credit ensuring

completion of the required improvements and provisions regarding the timetable and configuration of final plat phases.

- J. Failure of the Village Board to act on the proposed preliminary plat within 90 days from the date of filing of the plat with the ~~Clerk~~Village Clerk, the time having not been extended as set forth in this section, and no unsatisfied objections having been filed shall constitute approval of the preliminary plat.
- K. Approval or conditional approval of a proposed preliminary plat shall not constitute approval of the final plat, but rather shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the final plat which will be subject to further consideration by the Village Plan Commission and Village Board at the time of its submission. If, however, the final plat is submitted within ~~24~~36 months of preliminary plat approval and conforms substantially to the approved preliminary plat layout, the final plat shall be entitled to approval with respect to such layout. Approval or conditional approval of a preliminary plat expires ~~24~~36 months after the last required preliminary plat approval is granted, unless as permitted by § 330-18C a final plat of at least one phase of the approved preliminary plat is submitted within such twenty-four-month period. In addition, with respect to a phased final plat, such twenty-four-month period shall be renewed and measured from the last preceding final plat phase approval. After expiration of such twenty-four-month period, the developer has the option of resubmitting the original preliminary plat for approval or submitting a newly designed preliminary plat in accordance with this section.

§ 330-18. Final plat review and approval.

Within 24 months from the date of approval of the preliminary plat or as extended by the Village Board, the developer shall prepare and submit a final plat in accordance with Article IV and the following procedure:

- A. The developer shall file 20 copies of the proposed final plat and deed restrictions with the ~~Clerk~~Village Clerk at least 25 days and not more than 30 days prior to the meeting of the Village Plan Commission at which action is desired.
- B. At the time of application for the final plat approval, the developer shall pay all applicable fees as set forth in the fee schedule adopted from time to time by the Village Board and submit proposed deed restrictions and the developer's agreement if these were required as a condition of preliminary plat approval. Note: See standards for development/~~permit~~ construction.
- C. Partial platting. If 30 or more acres in area, the approved preliminary plat may be final platted in phases with each phase encompassing at least 10 acres or 25% of the area of the approved preliminary plat, whichever is larger. If the developer elects to final plat in phases as approved by the Village Plan Commission, the Village Board shall require a timetable of completion of development of the entire property included in the preliminary plat at or prior to the time of submittal of the first phase of the final plat as part of the developer's agreement.

- D. The Village Clerk or designee shall date all copies of the final plat when submitted and, within two normal workdays after filing, transmit four copies to the County Land Use and Park Department~~Planning and Parks Department~~; two copies to the State Department of Administration; one copy to the Village Engineer; and the original final plat and three copies to the Village Plan Commission.
- E. The objecting agencies shall, within 20 days of the date of receiving their copies of the proposed final plat, notify the developer and all other approving and objecting agencies of any objections. If there are no objections, they shall so certify on the face of the copy on the proposed final plat and shall return that copy to the Village Clerk. If an objecting agency fails to act within 20 days, it shall be deemed to have no objection to the plat.
- F. The Village Plan Commission shall examine the final plat as to its conformance with the approved preliminary plat; any conditions of approval of the preliminary plat; this chapter and all codes, chapters, ordinances, rules, regulations, Comprehensive Plans and Comprehensive Plan components which may affect it; and shall, within 40 days from the date of filing with the Clerk Village Clerk, recommend approval, conditional approval or rejection of the final plat to the Village Board.
- G. Notification. The Village Board shall, prior to approving a plat, give a least 10 days' written notice of its proposed action to the clerk Village Clerk of any municipality within 1,000 feet of the proposed final plat.
- H. The Village Board shall, within 60 days of the date of filing the proposed final plat with the Clerk Village Clerk, approve or reject such plat unless the time is extended by mutual written agreement with the developer. If the proposed final plat is rejected, the reasons shall be stated in the minutes of the meeting, and a written statement of the reasons forwarded to the developer. The Village Board may not inscribe its approval of the final plat unless the Clerk Village Clerk certifies on the face of the final plat that the copies were forwarded to objecting agencies as required in this section, the date thereof, and that no objections have been filed within 20 days, or if filed, have been met. Also, no final plat may be approved until any required deed restrictions have been approved.
- I. Failure of the Village Board to take action on the final plat within 60 days from the date of filing the proposed plat with the Clerk Village Clerk or designee, the time having not been extended and no unsatisfied objections having been filed, shall constitute approval of the final plat.
- J. Recordation. After the final plat has been approved by the Village Board, all applicable fees paid, all conditions of approval have been satisfied and required improvements are either installed or a financial guarantee for installation has been provided under § 330-10, the Clerk Village Clerk or designee shall cause the certificate inscribed upon the final plat attesting to such approval to be duly executed and the final plat returned to the developer for recording with the county register of deeds. The register of deeds will not record the final plat unless it is offered within 30 days-12 months from the date of the last approval.
- K. Copies. The developer shall file six copies of the approved final plat and deed restrictions with the Clerk Village Clerk or designee for distribution to the Village Engineer, Building Inspector, Assessor and other affected departments for their files. Also, one certified copy of the final plat as recorded by the county register of deeds

shall be filed with the Clerk Village Clerk or designee by the developer.

§ 330-19. Replat review and approval.

When it is proposed to replat a recorded land division, or part thereof, so as to change the exterior boundaries of a recorded land division, or part thereof, the developer or person wishing to replat shall vacate or alter the recorded plat as provided in Wis. Stats. Ch. 236. The developer, or person wishing to replat, shall then proceed as specified in §§ 330-17 and 330-18. The ~~Clerk~~Village Clerk or designee shall schedule a public hearing before the Village Plan Commission when a proposed preliminary plat of a replat of lands within the Village limits is filed and shall cause notices of the proposed replat and public hearing to be mailed to the owners of all properties within the limits of the exterior boundaries of the proposed replat and to the owners of all properties within 600 feet of the exterior boundaries of the proposed replat.

§ 330-20. Minor land division review and approval (certified survey map).

When it is proposed to divide land in a manner which results in a minor land division, then a certified survey map (CSM), as provided for in Wis. Stats. Ch. 236, shall be required for the resulting parcels which are 20 acres or less in area, and the developer, Village Plan Commission and Village Board shall proceed as follows:

- A. To the extent applicable, as determined by the Village Planning and Zoning Administrator and Village Engineer, the procedures of §§ 330-16 and 330-17 shall be followed, except that a preliminary certified survey map shall be prepared as set forth in Article V of this chapter.
- B. Following applicable preliminary or pre-preliminary approval of such minor land division, the developer shall prepare a final certified survey map in accordance with Article V of this chapter and shall file 15 copies of the final certified survey map, any necessary or required deed restrictions, any required fees and necessary soil monitor boring data with the ~~Clerk~~Village Clerk at least 25 days prior to the Village Plan Commission meeting at which action is desired. In addition, a petition for any necessary rezoning shall be filed with the ~~Clerk~~Village Clerk at least 25 days prior to the meeting at which time certified survey map approval is requested.
- C. The ~~Clerk~~Village Clerk or designee shall date all copies of the certified survey map when submitted and, within two normal workdays after filing, transmit copies of the final certified survey map and letter of application to the Village Plan Commission, Village Engineer, and to such other agencies and persons entitled to a copy according to statute for their review and recommendations concerning matters within their jurisdiction.
- D. Recommendations of such persons or agencies shall be transmitted to the ~~Clerk~~Village Clerk or designee within 15 days from the date of receipt of the final certified survey map which shall then be reviewed by the Village Plan Commission for conformance with this chapter and all ordinances, rules, regulations, Comprehensive Plans, and Comprehensive Plan components.
- E. The Village Plan Commission shall, within ~~35~~90 days from the date of filing of the final certified survey map, recommend approval, conditional approval or rejection of the map, and shall transmit the map along with its recommendations to the Village Board.

- F. The Village Board shall approve, approve conditionally, or reject such final certified survey map within ~~60- 90~~ days from the date of filing of such map with the ~~Clerk~~Village Clerk unless the time is extended by mutual written agreement with the developer. If the map is submitted within 12 months of the approval of a preliminary certified survey map and conforms to such approved preliminary certified survey map, the final certified survey map shall be entitled to approval. If the map is rejected, the reason shall be stated in the minutes of the meeting at which such action is taken and a written statement forwarded to the developer. If the map is approved, the Village Board shall direct to the ~~Clerk~~Village Clerk to so certify on the face of the original map.
- G. Failure of the Village Board to take appropriate action on the final certified survey map within ~~60~~90 days from the date of first filing with the ~~Clerk~~Village Clerk shall constitute approval of the certified survey map.
- H. Recordation. After the final certified survey map has been approved by the Village Board, all applicable fees paid, all conditions of approval satisfied and any required improvements either installed or an approved cash bond or an approved irrevocable letter of credit ensuring their installation is filed with the Village, the ~~Clerk~~Village Clerk or designee shall cause the certificate inscribed upon the map attesting to such approval to be duly executed and the final certified survey map recorded with the county register of deeds. The register of deeds will not record the map unless it is offered within ~~30-days~~6 months from the date of the last approval.
- I. Copies. Ten copies of the final certified survey map shall be retained by the ~~Clerk~~Village Clerk for distribution to the Village Engineer, Building Inspector, Assessor and other affected departments and agencies for their files. Also, one certified copy of the final certified survey map, as recorded, shall be retained by the ~~Clerk~~Village Clerk for the Village files.

§ 330-21. Plats and minor land divisions within the extraterritorial jurisdiction of the Village.

- A. Application. When the land to be developed lies within the extraterritorial jurisdiction of the Village the developer shall proceed as specified in §§ 330-16 to 330-20.
- B. Review criteria. The Village Plan Commission may recommend, and the Village Board may approve, the division of lands in the extraterritorial plat approval jurisdiction based on the applicable criteria. The Village Plan Commission may recommend, and the Village Board may require, any conditions in the approval of a subdivision or certified survey map, including the use of any restrictive covenant.

**ARTICLE III
Preliminary Plat Data and Preparation**

§ 330-22. Contents generally.

A preliminary plat shall be required for all subdivisions within the Village and the Village's extraterritorial jurisdiction and shall be based upon a survey by a registered land surveyor. The plat shall be prepared on tracing cloth, reproducible drafting film, or paper of good

quality at a map scale of not more than 100 feet to the inch and shall show correctly on its face the following information:

- A. Title or name under which the proposed subdivision is to be recorded;
- B. Proper location of the proposed subdivision by government lot, quarter-section, section, township, range, county, and state;
- C. General location sketch at 2,000 feet to the inch showing the location of the subdivision within the U.S. Public Land Survey section;
- D. Date, graphic scale and north point;
- E. Names and addresses of the owners, developer, land surveyor, and any other professional staff involved in preparing the plat;
- F. The entire area contiguous to the proposed plat in which the developer has a legal or equitable interest if such area is less than 100 acres in size, even though only a portion of such area is proposed for immediate development. If the legal or equitable contiguous ownership is 100 acres or more in size, the preliminary plat may include only that area of such land which is proposed to be developed immediately, provided that area has been included in an approved pre-preliminary sketch plan; the land area is at least 65 acres in size; and the remnant unplatted parcel is not less than 40 acres in size. The Village Board may modify these requirements where it is determined unnecessary to fulfill the purposes and intent of this chapter and undue hardship would result from strict application thereof.

§ 330-23. Plat data.

All preliminary plats shall show the following:

- A. Length and bearing of the exterior boundaries of the proposed subdivision referenced to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby;
- B. Existing contours at vertical intervals of not more than two feet where the slope of the ground surface is less than 10%, and of not more than four feet where the slope of the ground surface is 10% or more. Elevations shall be marked on such contours based on National Geodetic Datum of 1929 (mean sea level);
- C. Proposed street grade;
- D. Water elevations of adjoining lakes and streams at the date of the survey and approximate high and low water elevations, all referred to mean sea level (1929) datum;
- E. Floodplain limits and the contour line lying a vertical distance of two feet above the elevation of the one-hundred-year recurrence interval flood, or where such data is not available, the limits of and the contour line lying a vertical distance of five feet above the elevation of the maximum flood of record;

- F. Location, right-of-way width and names of all existing streets, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto;
- G. Type, width and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established center line elevations, all to mean sea level (1929) datum;
- H. Location and names of any adjacent subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands;
- I. Location, size and invert elevation of any existing or proposed ~~sanitary or storm sewers~~, retention or detention basins, culverts, and drainpipes, the location of manholes, catch basins, hydrants, electric power, and telephone poles, and the location and size of any existing ~~water and~~ gas mains within the exterior boundaries of the plat or immediately adjacent thereto. If no ~~sanitary or storm sewers or water~~ mains are located on or immediately adjacent to the lands being platted, the nearest such ~~sewers or water~~ mains which might feasibly be extended to serve such lands shall be indicated by their direction and distance from the nearest exterior boundary of the plat and their size, and invert elevations;
- J. Locations of all existing property boundary lines, structures, drives, streams, watercourses, marshes, rock outcrops, wooded areas, railroad tracks and other similar significant natural or man-made features within the tract being subdivided or immediately adjacent thereto;
- K. Location, width and suggested names of all proposed streets and public rights-of-way such as alleys and easements;
- L. Approximate dimensions of all lots, together with proposed lot and block numbers;
- M. Location and approximate dimensions and size of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public use or which are to be used for group housing, shopping centers, church sites, or other private uses not requiring division into lots;
- N. Approximate proposed street grades or approximate slope in percent;
- O. Existing zoning on and adjacent to the proposed subdivision;
- P. Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to the access;
- Q. Any proposed lake and stream improvement or relocation;
- R. Location of soil boring tests, where required by the Wisconsin Administrative Code, made to a depth of six feet, unless bedrock is at a lesser depth. The number of such tests shall be adequate to portray the character of the soil and the depths of bedrock and groundwater from the natural undisturbed surface. To accomplish this purpose, a minimum of one per three acres shall be made initially. Two copies of all test results shall accompany the preliminary plat;

- S. Location of soil monitoring or percolation tests where required by Wis. Adm. Code Comm. Ch. 85, taken at the location and depth in which soil absorption waste disposal systems are proposed to be installed. The number of such tests initially made shall not be less than one test per three acres or one test per lot, whichever is greater. Two copies of all test results shall accompany the preliminary plat;
- T. Special restrictions required by the Village Plan Commission such as those relating to points or areas of access control along public ways, provision of planting screen areas, areas of fill or earth moving restrictions, or areas of land clearance restrictions.

§ 330-24. Additional data requirements.

- A. Street plans and profiles. Following preliminary plat approval, the plans and profiles of all streets and public ways, as designed and laid out by a registered Village Engineer, shall be submitted to the Village Engineer showing existing ground surface, proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision, when requested. All elevations shall be based upon mean sea level (1929) datum, and plans and profiles shall meet the approval of the Village Engineer.
- B. Testing. As a part of preliminary plat preparation the Village Plan Commission may require the developer to provide that additional borings and soundings be made in specified areas to ascertain subsurface soil, rock, and water conditions, including depth to bedrock and depth to groundwater table. Where the subdivision will not be served by public sanitary sewer service, the provisions of ~~Wis. Adm. Code Comm. Ch. 85-Chapter SPS 385~~ shall be complied with; and the appropriate data submitted with the preliminary plat.
- C. Soil and water conservation. The Village Engineer, upon determining from a review of the preliminary plat that the soils, slope, vegetation, and drainage characteristics of the site are such as to require substantial cutting, clearing, grading, stormwater detention/retention and other earth-moving operations in the development of the subdivision or otherwise entail a severe erosion hazard, may require the developer to provide soil erosion and sedimentation control plans and specifications. Such plans shall comply with the Village required standards and shall be in accordance with standards set forth in Chapter 167, Article II, Construction Site Erosion Control, of this Code.
- D. Site grading plans. Site grading plans, including both existing and proposed contours, building grades/elevations and any drainage systems, may be required by the Village Engineer.

§ 330-25. Affidavit.

The registered engineer and/or registered surveyor preparing the preliminary plat shall certify on the face of the plat that it is a correct representation of all existing land divisions and features and that he has fully complied with the provisions of this chapter.

§ 330-26. Fees.

The developer shall pay all fees applicable to the proposed preliminary plat to the ~~Clerk~~Village Clerk at the time the preliminary plat is first submitted for Village Plan Commission review and approval, and in an amount as set forth in the fee schedule adopted from time to time by the Village Board.

ARTICLE IV**Final Plat Data and Preparation****§ 330-27. Contents generally.**

A final plat prepared by a registered land surveyor shall be required for all subdivisions within the Village and the Village's extraterritorial jurisdiction. It shall comply in all respects with the requirements of Wis. Stats. Ch. 236.

§ 330-28. Additional data requirements.

The plat shall show correctly on its face, in addition to the information required by Wis. Stats. § 236.20, the following:

- A. Exact street width along the line of any obliquely intersecting street;
- B. Railroad rights-of-way within and abutting the plat;
- C. Minimum setback or building lines required by Village rules, regulations, or ordinances;
- D. Utility and drainage easements;
- E. All lands dedicated for public use, reserved for future public acquisition, or reserved for the common use of property owners within the plat;
- F. Special restrictions required by the Village Plan Commission such as those relating to points or areas of access control along public ways, provision of planting screen areas, areas of fill or earth-moving restrictions, or areas of land clearance restrictions.

§ 330-29. Surveying and monumenting.

All final plats shall meet all the surveying and monumenting requirements of Wis. Stats. § 236.15.

§ 330-30. Survey accuracy.

The Village Engineer shall examine all final plats within the Village and, where appropriate, make field checks for the accuracy and closure of survey, accuracy of topographic data, the proper kind and location of monuments, and the legibility and completeness of the drawing. In addition:

- A. Maximum error of closure before adjustment of the division shall not exceed, in horizontal distance or position, the ratio of one part in 10,000, nor in azimuth, four seconds of arc per interior angle. If field measurements exceed this maximum, new field measurements shall be made until a satisfactory closure of the field measurements has been obtained. The survey of the exterior boundary shall be adjusted to form a closed geometric figure.
- B. All street, block and lot dimensions shall be computed as closed geometric figures based upon the control provided by the closed exterior boundary survey. If field checks disclose an error for any interior line of the plat greater than the ratio of one part in 3,000, or an error in measured angle greater than one minute of arc for any angle where the shorter side forming the angle is 300 feet or longer, necessary corrections shall be made. Where the shorter side of a measured angle is less than 300 feet in length, the error shall not exceed the value of one minute multiplied by the quotient of 300, divided by the length of the shorter side; however, such error shall not in any case exceed five minutes of arc.
- C. Where the plat is located within or adjacent to a U.S. Public Land Survey one-quarter section the corners of which have been relocated, monumented, and coordinated by the county, the Village, or the Southeastern Wisconsin Regional Planning Commission, the tie required by Wis. Stats. § 236.20(3)(b) shall be expressed in terms of grid bearing and distance; and the material and state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure as specified in this section for the survey of the exterior boundaries of the subdivision.
- D. Where the plat is located within a U.S. Public Land Survey one-quarter section, the corners of which have not been relocated, monumented and coordinated by the county, the Village, or the Southeastern Wisconsin Regional Planning Commission, both ends of each property boundary line shall be tied to the nearest one-quarter corner and as required by Wis. Stats. Ch. 236.

§ 330-31. State plane coordinate system.

Where the plat is located within or immediately adjacent to a U.S. Public Land Survey one-quarter section the corners of which have been relocated, monumented, and coordinated by the county, the Village, or the Southeastern Wisconsin Regional Planning Commission, the plat shall be tied directly to one of the section or quarter corners so relocated, monumented, and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. All distances and bearings shall be referenced to the state coordinate system, south zone, and adjusted to the county's control survey.

§ 330-32. Certificates.

All final plats shall provide all the certificates required by Wis. Stats. § 236.21, and, in addition, the surveyor shall certify that he has fully complied with all the provisions of this chapter.

ARTICLE V**Certified Survey Map Data and Information****§ 330-33. Generally.**

A final certified survey map prepared by a registered land surveyor shall be required for all minor land divisions within the Village and the Village's extraterritorial jurisdiction. It shall comply in all respects with the requirements of Wis. Stats. § 236.34. When required as set forth in § 330-20, a preliminary certified survey map shall also be prepared as set forth in this article. The design and improvements relating to a minor land division shall also comply with the design standards and improvement requirements set forth in Articles VI and VII.

§ 330-34. Additional required data.

A. Both preliminary and final certified survey maps shall show correctly on their face, in addition to the information required by Wis. Stats. § 236.34, the following:

- (1) All existing buildings, watercourses, drainage ditches, and other features pertinent to proper land division;
- (2) Minimum setback or building lines required by Village ordinances;
- (3) Utility and drainage easements;
- (4) All lands dedicated for public use or reserved for future acquisition;
- (5) Date of the certified survey map;
- (6) Graphic scale and north point;
- (7) Name and address of the owner, developer, and surveyor;
- (8) Location of soil boring and soil evaluation tests conducted in accordance with Wis. Adm. Code Comm. Ch. 85. The written results of such test shall be submitted along with the certified map;
- (9) All proposed streets, roads, or highways within 200 feet of the boundaries of the parcels created by the minor land division; and

B. In addition, a required preliminary certified survey map shall include existing and proposed contours as set forth in § 330-23.

§ 330-35. State plane coordinate system.

- A. Where the certified survey map is located within or adjacent to a U.S. Public Land Survey one-quarter section the corners of which have been relocated, monumented, and coordinated by the county, the Village, or the Southeastern Wisconsin Regional Planning Commission, the certified survey map shall be tied directly to one of the section or quarter corners as set forth in § 330-31.
- B. Where the certified survey map is located within or adjacent to a U.S. Public Land Survey one-quarter section the corners of which have not been relocated, monumented, and coordinated by the county, the Village, or the Southeastern Regional Planning Commission, both ends of each property boundary line shall be tied to the nearest one-quarter corner and as required by Wis. Stats. Ch. 236.

§ 330-36. Certificates.

The surveyor shall certify on the face of the certified survey map that he has fully complied with all the provisions of this chapter. The Village Plan Commission and Village Board shall each certify its approval on the face of the certified survey map. Dedication of streets and other public areas shall require, in addition, the owner's certificate and the mortgagee's certificate in substantially the same form as required by Wis. Stats. § 236.21(2)(a).

**ARTICLE VI
Design Standards**

§ 330-37. Street arrangement.

In any new land division the street layout shall conform to the arrangement, width and location indicated on the Official Map, county jurisdictional highway system plan, Comprehensive Plan or plan component, or precise neighborhood unit development plan of the Village. In addition, streets shall be constructed in conformance with the adopted construction standards of the Village. (See standards for development/construction.) In areas for which such plans have not been completed, the street layout shall recognize the functional classification of the various types of streets and shall be developed and located in proper relation to existing and proposed streets, to the topography, to such natural features as streams and tree growth, to public convenience and safety, to the proposed use of the land to be served by such streets, to existing or planned utilities, and to the most advantageous development of adjoining areas. The land division shall be designed so as to provide each lot with satisfactory access to a public street without thereby causing undue conflict with existing or anticipated traffic flow on such streets. In addition:

- A. Arterial streets shall be arranged so as to provide ready access to centers of employment, centers of governmental activity, community shopping areas, community recreation, and points beyond the boundaries of the community. They shall also be properly integrated with and related to the existing and proposed system of major streets and highways and shall be, insofar as practicable, continuous and in alignment with existing or planned streets with which they are to connect.

- B. Collector streets shall be arranged so as to provide ready collection of traffic from residential areas and conveyance of this traffic to the major street and highway system and shall be properly related to the mass transportation system, to special traffic generators such as schools, churches and shopping centers and other concentrations of population and to the major streets to which they connect.
- C. Minor streets shall be arranged to conform to the topography, to discourage use by through traffic, where applicable to permit the design of efficient storm drainage and utility systems and to require the minimum street area necessary to provide safe and convenient access to abutting property.
- D. Proposed streets shall extend to the boundary lines of the tract being subdivided unless prevented by topography or other physical conditions unless, in the opinion of the Village Plan Commission, such extension is not necessary or desirable for the coordination of the layout of the subdivision or for the advantageous development of the adjacent tracts. Where an existing dedicated or platted half-street is adjacent to the tract being subdivided, the other half of the street shall be dedicated by the developer.
- E. Arterial street and highway protection. Whenever the proposed land division contains or is adjacent to an arterial street or highway, adequate protection of residential properties, limitation of access and separation of through and local traffic shall be provided by reversed frontage, with screen planting contained in a non-access reservation along the rear property line, and/or by the use of frontage streets.
- F. Stream or lake shores shall have a minimum of 60 feet of public access platted to the low water mark at intervals of not more than 1/2 mile as required by Wis. Stats. § 236.16(3).
- G. Reserve strips shall not be provided on any plat to control access to streets or alleys, except where control of such strips is placed with the Village under conditions approved by the Village Plan Commission and Village Board.
- H. Alleys may be provided in commercial and industrial areas for off-street loading and service access unless otherwise required by the Village Plan Commission, but shall not be approved in residential districts. Dead-end alleys shall not be approved, and alleys shall not connect directly to an arterial street or highway.
- I. Street names shall not duplicate or be similar to existing street names elsewhere in the Village, and existing street names shall be projected wherever possible.

§ 330-38. Limited access highway and railroad right-of-way treatment.

Whenever the proposed land division contains or is adjacent to a limited access highway or railroad right-of-way, the land division design shall provide for the following:

- A. When lots within the proposed land division back upon or side upon the right-of-way of an existing or proposed limited access highway or a railroad, a planting strip at least 30 feet in depth shall be provided adjacent to the highway or railroad in addition to the normal lot depth or width. This strip shall be a part of the platted lots but shall have the following restriction lettered on the face of the plat: "This strip reserved for the planting

of trees and shrubs; vehicular public access across and the building of structures hereon is prohibited."

- B. Commercial and industrial properties shall have provided, on each side of the limited access highway or railroad, streets approximately parallel to and at a suitable distance from such highway or railroad for the appropriate use of the land between such streets and highway or railroad, but not less than 150 feet.
- C. Streets parallel to a limited access highway or railroad right-of-way, when intersecting an arterial street or highway or a collector street which crosses such railroad or highway, shall be located at a minimum distance of 250 feet from such highway or railroad right-of-way. Such distance, where desirable and practicable, shall be determined with due consideration of the minimum distance required for the future separation of grades by means of appropriate approach gradients.
- D. Minor streets immediately adjacent and parallel to railroad rights-of-way shall be avoided, and the location of minor streets immediately adjacent to arterial streets and highways and to railroad rights-of-way shall be avoided in residential areas.

§ 330-39. Street and other public way design standards.

The minimum right-of-way and roadway width of all proposed streets and alleys shall be as specified by the Comprehensive Plan, Comprehensive Plan component, Official Map, neighborhood and/or corridor plan, county jurisdictional highway system plan, State Department of Transportation (Wis DOT) functional highway plans and/or environmental impact statement (EIS) plans, or as set forth in standards for development/permit construction, whichever is greater. Arterial street sections are for standard arterial streets only. Cross sections for freeways, expressways and parkways should be based upon detailed engineering studies. In addition:

- A. Cul-de-sac streets designed to have one end permanently closed shall not, as a general rule, exceed 800 feet in length as measured from the point of radius of the turnaround to the nearest intersecting street, and in no case shall more than nine single-family dwelling unit lots abut and have direct access to a cul-de-sac street. All cul-de-sac streets designed to have one end permanently closed shall terminate in a circular turnaround. Note: See standards for development/permit construction.
- B. Temporary termination of streets at the boundary of a land division or phase of land division intended to be extended at a later date and where three or more dwelling units have driveway access to such streets shall, at the discretion of the Village Plan Commission, be accomplished with a temporary "T" turnaround within the street right-of-way having a cross-bar length of 64 feet and width of 24 feet or an alternative design approved by the Village Engineer. Temporary or semi-permanent turnarounds must be connected and extended when the adjoining property is developed.
- C. Street grades.

(1) Maximum and minimum grades.

(a) Unless necessitated by exceptional topography as determined by the Village Plan Commission, the maximum center line grade of any street or public way shall not exceed the following:

[1] Arterial streets: 6%.

[2] Collector streets: 8%.

[3] Minor streets, culs-de-sac, alleys and frontage streets: 10%.

[4] Pedestrianways: 12% unless steps of acceptable design are provided.

(b) In addition, the grade of any street shall in no case exceed 12% or be less than 1/2 of 1%.

(2) Street grades shall be established wherever practicable so as to minimize grading, the promiscuous removal of ground cover and tree growth and general leveling of the topography. All changes in street grades shall be connected by vertical curves of a minimum length equivalent in feet to 15 times the algebraic difference in the rates of grade for arterial and collector streets, and 1/2 this minimum for all other streets.

D. Radii of curvature.

(1) When a continuous street center line deflects at any one point by more than 10°, a circular curve shall be introduced having a radius of curvature on such center line of not less than the following:

(a) Arterial streets and highways: 500 feet.

(b) Collector streets: 300 feet.

(c) Minor streets: 100 feet.

(2) A tangent at least 100 feet in length shall be provided between reverse curves on arterial and collector streets.

E. Passing lanes and acceleration/deceleration lanes. When the land to be subdivided is proposed to have street connections to an arterial street, the developer/developer shall install a passing or bypass lane adjacent to the traffic lane opposite the intersection as well as an acceleration and a deceleration lane adjacent to the traffic lane nearest the intersection as approved by the Village Engineer.

§ 330-40. Street intersection design.

Streets shall intersect each other at as nearly right angles as topography and other limiting factors of good design permit. In addition:

A. The number of streets converging at one intersection shall be reduced to a minimum, preferably not more than two.

- B. The number of intersections along arterial streets and highways shall be held to a minimum. Wherever practicable, the distance between such intersections shall not be less than 1,200 feet.
- C. Minor and collector streets shall not necessarily continue across arterial streets. If the distance between the center line intersections of any street with any other intersecting street is less than 250 feet measured along the center line of the intersecting street, then the location shall be so adjusted that the distance is increased or the adjointment across the intersecting street is continuous and a jog is avoided.
- D. On all streets where sidewalks are required, ramps or openings to accommodate handicapped individuals or vehicles shall be provided in accordance with Wis. Stats. § 66.0909.
- E. The platting of half-streets shall not be permitted except where it is necessary to complete a half-street existing at the effective date of this chapter.

§ 330-41. Block design.

The widths, lengths, and shapes of blocks shall be suited to the planned use of the land, zoning requirements, need for convenient access, control and safety of street traffic, and the limitations and opportunities of topography. In addition:

- A. The length of blocks in a residential area shall not as a general rule be less than 600 feet nor more than 1,600 feet in length, unless otherwise dictated by exceptional topography or other limiting factors of good design.
- B. Pedestrian ways of not less than 20 feet in width may be required near the center and entirely across any block over 1,000 feet in length where deemed essential by the Village Plan Commission to provide adequate pedestrian circulation or access to schools, parks, shopping centers, churches or transportation facilities.
- C. The width of blocks shall be enough to provide for two tiers of lots of appropriate depth, except where otherwise required to separate residential development from through traffic. Width of lots or parcels reserved or designated for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated and the area zoning restrictions for such use.
- D. All main telephone and electric power and other utility lines shall, where practical, be placed on mid-block easements of not less than 20 feet in width on the property line, and as required by the respective utility company, and where possible along rear lot lines, and shall be completed prior to final grading.

§ 330-42. Lot design.

The size, shape, and orientation of lots shall be appropriate for the location of the land division and for the type of development and use contemplated. The lots should be designed to provide an aesthetically pleasing building site and a proper architectural setting for the building contemplated. In addition:

- A. Side lot lines shall be at right angles to straight street lines or radial to curved street lines on which the lots face unless impractical to do so. Lot lines shall follow municipal boundary lines rather than cross them.
- B. Double-frontage or through lots shall be prohibited except where necessary to provide separation of residential development from arterial traffic or to overcome specific disadvantages of topography and orientation.
- C. Every lot shall front or abut for a distance of at least 50 feet on a public street.
- D. Area and dimensions of all lots shall conform to the requirements of the Village Zoning Ordinance in floodland and shoreland areas. Those building sites not served by a public sanitary sewer system or other approved system shall be sufficient to permit the use of an on-site soil absorption sewage disposal system designed in accordance with the Wisconsin Administrative Code.
- E. Excessive depth of lots in relation to width shall be avoided and a proportion of two to one shall be considered a standard depth to width ratio under normal conditions. Lots shall normally be rectangular in shape, and lots having more than five sides shall be avoided. Depth of lots or parcels designated for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated.
- F. The width of lots within the interior of a block shall conform to the requirements of the applicable Village or county ordinance, and in no case shall a lot have a minimum width at the building setback line of less than that which is required by the applicable zoning ordinance.
- G. In any plat abutting a lake or stream, lands lying between the meander line and the water's edge and any otherwise unplattable lands which lie between a proposed land division and the water's edge shall be dedicated to the public or made a part of the adjacent lot or parcel.

§ 330-43. Building setback lines.

Building setback lines appropriate to the location and type of development contemplated, which are more restrictive than the regulation of the zoning district in which the plat is located due to topographic conditions, traffic visibility flora, or natural features, may be required by the Village Plan Commission.

§ 330-44. Easements.

- A. The Village Plan Commission may require utility easements of widths deemed adequate for the intended purpose on rear lot lines and on side lot lines or across lots where necessary or advisable for electric power and communication wires and conduits; storm and sanitary sewers; and gas, water, and other utility lines.
- B. Where a land division is traversed by a watercourse drainageway, channel, or stream, an adequate drainageway easement shall be provided as may be required by the Village Plan Commission. The location, width, alignment, and improvement of such drainage course

shall be subject to the approval of the Village Engineer, and parallel streets or parkways may be required in connection therewith. Where necessary stormwater drainage shall be maintained by landscaped open channels of adequate size and grade to hydraulically accommodate maximum potential volumes of flow. These design details are subject to review and approval by the Village Engineer.

- C. Where natural drainage channels, water impoundment areas, and wetlands are encompassed, in whole or in part, within the proposed land division, the Village Plan Commission may require easements to be placed on the plat which will protect and ensure the viability of such natural resources and/or aesthetic value.

ARTICLE VII Required Improvements

§ 330-45. Survey monuments.

The developer shall install survey monuments placed in accordance with the requirements of Wis. Stats. Ch. 236 and as may be required by the Village Engineer/surveyor. The Village Board may waive the placement of lot corner monuments until the submittal of the final plat.

§ 330-46. Grading.

After the installation of survey control points by the developer and establishment of street grades by the Village Engineer, and unless otherwise stipulated by the Village Plan Commission, the developer shall grade the full width of the right-of-way of all streets proposed to be dedicated in accordance with plans and standard specifications approved by the Village Engineer. The developer shall grade the roadbeds in the street rights-of-way to subgrade. Any way shall be graded to a maximum slope of three to one, or the soil's angle of repose, whichever is the lesser. All graded lands, with the exception of roadbeds of streets, shall be treated for sediment and erosion control purposes as set forth in § 330-64.

§ 330-47. Surfacing.

After the installation of all utility and stormwater drainage improvements, the developer shall surface all roadways in streets proposed to be dedicated to the widths prescribed by this chapter and the other Comprehensive Plan components of the Village. Such surfacing shall be in accordance with plans and standard specifications accomplished in two lifts or layers of asphalt over a compacted layer of crushed stone and approved by the Village Engineer and in conformance with the adopted street construction standards of the Village and with any developer's agreement. The cost of surfacing in excess of 48 feet in width that is not required to serve the needs of the land division shall be borne by the Village or other unit or agency of government having jurisdiction.

§ 330-48. Curb and gutter.

In all land divisions the Village Board may require the developer to construct concrete curbs and gutters in accordance with plans and standard specifications approved by the Village

Board. In addition, curbs and gutters are required by the Village Board on cul-de-sac islands, on streets adjacent to uses which generate high volumes of traffic (in excess of 1,500 ADT), and on streets where steep topography conditions cannot be overcome by redesigning. Wherever possible, provision shall be made at the time of construction for driveway access curb cuts. The cost of installation of all inside curbs and gutters for dual roadway pavements on the established arterial street and highway system for the Village shall be borne by the Village or other unit or agencies of government having jurisdiction.

§ 330-49. Rural street sections.

When permanent rural street sections have been approved by the Village Board, the developer shall finish grade all shoulders and road ditches, install all necessary culverts at intersections, and, if required, surface ditch inverts or otherwise prevent erosion and sedimentation in accordance with plans and standard specifications approved by the Village Engineer and as set forth in § 330-64 and in the adopted Village design and construction standards.

§ 330-50. Sidewalks.

The Village Board may require sidewalks if they are necessary, in its opinion, for safe and adequate pedestrian circulation.

§ 330-51. Private sewage disposal systems.

When it is proposed to establish a private sanitary sewer system to serve two or more lots, the developer shall construct sanitary sewer facilities in such a manner as to make adequate sanitary sewer service available to each lot within the land division.

§ 330-52. Stormwater drainage facilities.

The developer shall construct stormwater drainage facilities adequate to serve the land division, which may include curbs and gutters, catch basins and inlets, storm sewers, road ditches, culverts, open channels, water retention structures, and settling basins. All such facilities shall be of adequate size and grade to hydraulically accommodate the maximum potential volumes of flow through and from within the land division and shall be so designed as to prevent and control soil erosion and sedimentation and to present no hazards to life or property. In addition:

- A. Unpaved road ditches and back slopes shall be shaped and seeded and/or sodded as grassed waterways. The bottom or "V" of all drainage channels or ditches having a slope of 3% or more shall be sodded with grass strips laid perpendicular to the slope of the drainage channel. Where the velocity of flow is in excess of four feet per second on soils having a severe or very severe erosion hazard and in excess of six feet per second on other soils, the developer shall install a paved invert or check dams, flumes, or other energy dissipating devices as prescribed by the Village Engineer and Village Board.
- B. Drainage facilities shall, if required, include water retention structures and settling basins to prevent erosion and sedimentation where such facilities discharge into streams or

lakes. The design criteria, the size, type, grades, and installation of all stormwater drains and sewers and other cross section, invert and erosion control paving check dams, flumes, or other energy dissipating structures and seeding and/or sodding of open channels and unpaved road ditches proposed to be constructed shall be in accordance with the design and construction standards approved by the Village Board.

- C. Where a sanitary or utility district has been created pursuant to Wis. Stats. § 60.70 for the purpose of providing and constructing surface drainage facilities, storm sewers, or other drainage improvements, such plans and standard specifications shall be further subject to approval by the sanitary district board or commission.
- D. The developer shall assume the cost of installing all storm sewers within the proposed subdivision except for the added cost of installing storm sewers greater than 24 inches in diameter which are necessary to serve tributary drainage areas lying outside of the proposed land division. In addition, the developer shall pay to the Village or sanitary district wherein the land division is located a storm sewer trunk line connection fee based on the added cost of installing larger sewers in the total tributary drainage area which shall be prorated in proportion to the ratio which the total area of the proposed plat is to the total drainage area to be served by such larger sewers.

§ 330-53. Water supply facilities.

When it is proposed to establish a private water supply and distribution system to serve two or more lots, the developer shall cause such water supply and distribution facilities to be installed in such a manner as to make adequate water service available to each lot within the land division.

§ 330-54. Other utilities.

The developer shall cause electrical power and telephone facilities and, where possible, natural gas to be installed in such a manner as to make adequate service available to each lot in the land division. No electrical or telephone service shall be located on overhead poles unless otherwise allowed by the Village Plan Commission due to exceptional topography or other physical barrier. Plans indicating the proposed location of all gas, electrical power, telephone and TV cable distribution and transmission lines required to service the plat shall be submitted with the street plans and be approved by the Village Engineer. Such utilities shall be constructed prior to Village Engineer approval of final grading. Once installed, it shall be the responsibility of the developer to complete or cause the completion of the restoration of any lands disturbed by such installation to the satisfaction of the Village Engineer.

§ 330-55. Streetlights.

The Village Board may require the developer to install streetlights. See Chapter 234, Lighting, Outdoor.

§ 330-56. Street and regulatory signs.

The Village Board shall require the installation of street signs at the intersection of all streets proposed to be dedicated, and the developer will pay for the cost of signs, plus the cost of installation. The developer shall also be responsible for all permanent barricades and regulatory traffic signs within the subdivision or minor land division.

§ 330-57. Planting screens.

The Village Plan Commission may require a planting screen between conflicting land uses, and/or to provide visual and sound screening along arterial streets or highways. Such plantings shall be placed by the developer within a designated planting easement of adequate width, but not less than 30 feet, and shall conform to plans required as a part of the preliminary plat submittal, which plans shall be of sufficient accuracy and detail regarding height, size, and species for review by the Village Plan Commission.

§ 330-58. Sediment control.

The developer shall plant those grasses, trees, and vines of a species and size specified by the Village Board necessary to prevent soil erosion and sedimentation. The Village Board may require, following review and approval by the Village Engineer, the developer to provide or install certain protection and rehabilitation measures such as fencing, slopes, sodding and/or seeding, trees, shrubs, riprap, wells, revetments, jetties, clearing, dredging, snagging, drop structures, brush mats, willow poles, and grade stabilization structures. In addition:

- A. Tree cutting and shrubbery clearing on wooded parcels shall be kept to a minimum on the lot or tract and shall be conducted so as to prevent erosion and sedimentation; preserve and improve scenic qualities; and, during foliage, substantially screen the development from stream or lake users.
- B. Paths and trails in wooded and wetland areas shall not exceed 10 feet in width unless otherwise approved by the Village Plan Commission, and shall be so designed and constructed to result in the least removal and disruption of trees and shrubs, and the minimum impairment of the natural beauty.
- C. Earth moving, such as grading, topsoil removal, mineral extraction, stream course changing, road cutting, waterway construction or enlargement, removal of stream or lake bed materials, excavation, channel clearing, ditching, drain tile laying, dredging, and lagooning, shall be conducted to prevent erosion and sedimentation and to least disturb the natural flora, watercourse, water regimen, and topography (see §§ 330-63 and 330-64).
- D. Review of the conduct of all cutting, clearing, and moving may be requested of the county soil and water conservation district supervisors, the state district fish and game managers, and the state district forester by the Village Board or Village Plan Commission as it deems appropriate.

§ 330-59. Optional provision of required improvements and facilities.

If for any reason the developer fails to install required improvements or facilities as prescribed in this article or as ordered by the Village Board pursuant to this chapter, the Village Board may install such improvements and assess the full cost of such installations, plus 10% for administration against the developer or property owner as set forth in Wis. Stats. § 66.0627. Also, the Village and developer may agree to have public improvements installed by the Village pursuant to Wis. Stats. §§ 66.0627 and 66.0701.

ARTICLE VIII**Construction****§ 330-60. Commencement.**

No construction or installation of improvements shall commence in a proposed subdivision until the preliminary plat or preliminary certified survey map, street plans, storm drainage plans, grading plans and erosion/sediment control plans have been approved, and the Village Board has given written authorization for such commencement.

§ 330-61. Building permits.

No building, zoning, or sanitary permits shall be issued for erection of a structure on any lot not of record on December 31, 1980, until all the requirements of this chapter, the county and the state have been met.

§ 330-62. Occupancy permit.

No occupancy permit shall be issued until all requirements of this chapter are met to the satisfaction of the Village Engineer and Building Inspector.

§ 330-63. Plans.

When applicable, the following plans and accompanying construction specifications as prepared by a civil engineer may be required by the Village Engineer and shall be reviewed by the Village Plan Commission upon request of the Village Board before authorization of construction or installation of improvements:

- A. Street plans and profiles showing existing and proposed grades, elevations, and cross section of required improvements. A three-line profile is required.
- ~~B. Sanitary sewer plans and profiles, showing the locations, grades, sizes, elevations, and materials of required facilities.~~
- C. B. Storm sewer, drainage channel plans and profiles, and detention/retention ponds showing the locations, grades, sizes, cross sections, elevations, and materials of required facilities.
- ~~D. Water main plans and profiles, showing the locations, sizes, elevations and materials of required facilities.~~

- E. Erosion and sedimentation control plans showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion and sedimentation. Such plans shall generally follow the guidelines and standards set forth in the publication, Best Management Practices, and as set forth in § 330-64.
- F. Planting plans showing the locations, age, caliper, and species of any required grasses, vines, shrubs, and trees.
- G. Master grading plan showing existing and final contour intervals.
- H. Plans for all private utilities shall be submitted with street plans.
- I. Additional special plans or information as required by the Village Board.

§ 330-64. Erosion control.

- A. The developer shall cause all grading, excavations, open cuts, side slopes, and other land surface disturbances to be mulched, seeded, sodded, or otherwise protected so that erosion, siltation, sedimentation, and washing are prevented, in accordance with the plans and specifications and at such times as approved by the Village Engineer. Such erosion control may include, but is not limited to, the following measures:
 - (1) Sod laid in strips at right angles to the direction of drainage at those intervals necessary to prevent erosion.
 - (2) Temporary vegetation and mulching provided to protect critical areas, with permanent vegetation installed as soon as practical.
 - (3) Construction at any given time being confined to the smallest practical area and for the shortest practical period of time.
 - (4) Sediment basins installed and maintained at all drainageways to trap, remove, and prevent sediment and debris from being washed outside the area being developed.
- B. The developer shall follow the Best Management Practices manual as set forth in § 330-63E.

§ 330-65. Existing flora.

The developer shall make every effort to protect and retain all existing trees, shrubbery, vines, and grasses not actually lying in public roadways, drainageways, building foundation sites, private driveways, soil absorption waste disposal areas, paths, and trails. Any such flora are to be protected and preserved during construction in accordance with sound conservation practices, including the preservation of trees by the use of wells or islands or retaining walls whenever abutting grades are altered.

§ 330-66. Inspection.

The developer, prior to commencing any work within the land division, shall make arrangements with the Village Engineer to provide for adequate inspection. The Village Engineer shall inspect and approve in writing all required or necessary work prior to approval of the final plat or release of any sureties.

§ 330-67. Changes and modification.

The Village Engineer or the developer may petition the Village Board to secure changes or modifications to an approved preliminary plat or preliminary certified survey map as the development progresses.

ARTICLE IX
Fees

§ 330-68. Generally.

The developer shall pay the Village all required fees and at the times specified in this article and as required by chapter 40.11 of this code before being entitled to recording of a final plat or final certified survey map. All fees are nonrefundable.

§ 330-69. Pre-preliminary plat and certified survey map review fee.

The developer shall pay a fee in the amount set by resolution of the Village Board from time to time for each lot or parcel within the pre-preliminary plat or certified survey map to the ~~Clerk~~Village Clerk at the time of submittal for review by the Village Plan Commission.

§ 330-70. Preliminary plat.

The developer shall pay a fee in the amount set by the Village Board in the fee schedule to the ~~Clerk~~Village Clerk at the time of first application for approval of any preliminary plats or certified survey maps to assist in defraying the cost of their review. A reapplication fee shall be paid to the ~~Clerk~~Village Clerk at the time of reapplication for approval of any preliminary plat or certified survey map which has previously been reviewed.

§ 330-71. Improvement review fee.

The developer shall pay a fee equal to the actual cost of review by the Village Engineer of any and all improvement plans and specifications submitted as a part of land subdivision procedure and prior to commencement of construction.

§ 330-72. Inspection fee.

The developer shall pay a fee equal to the actual cost to the Village of such inspection by the Village Engineer as the Village deems necessary to ensure that the construction of the

required improvements is in compliance with the plans, specifications, codes, and ordinances of the Village or any other governmental authority.

§ 330-73. Final plat and certified survey map review fee.

The developer shall pay a fee in the amount set by the Village Board in the fee schedule to the ~~Clerk~~Village Clerk at the time of first application for final plat or certified survey map approval to assist in defraying the cost of their review. A reapplication fee shall be paid to the ~~Clerk~~Village Clerk at the time of a reapplication for approval of any final plat or certified survey map which has previously been reviewed.

~~§ 330-74. Village engineering fee.~~

~~The developer shall pay a fee equal to the actual cost to the Village for all engineering work incurred by the Village in connection with any plat or certified survey map. Engineering work shall include the preparation of construction plans and specifications requested by the developer or ordered by the Village Board. Inspection, checking, and reviewing of work by the Village Engineer requires fees as provided in §§ 330-71 and 330-72.~~

~~§ 330-75. Legal fee.~~

~~The developer shall pay a fee equal to the cost of any legal work which may be undertaken by the Village in connection with the plat or certified survey map. Legal work shall include the drafting or reviewing of contracts between the Village and the developer, the drafting or review of covenants, any actions or proceedings to enforce the covenants and any actions or proceedings to enforce this chapter, together with expenses and disbursements.~~



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

46.

MEETING DATE: August 15, 2013

SUBJECT: Ordinance 2013-08-01 Subdivision of Lands
DATE SUBMITTED: August 06, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO APPROVE THE ENCLOSED CHANGES TO CHAPTER 66, SUBDIVISION REEGLATIONS?

ISSUE SUMMARY:

As part of the Village's Strategic Planning process, one of the goals was to "Maintain and Personify Small, Responsible & Accountable Local Government," a subsequent objective was to "Continue to develop organizational policies and procedures." As part of this objective, one of the underlying tasks was the "Recodification of Village Ordinance."

In compliance with this Goal, Objective and Task, at the August 18, 2011 meeting of the Village Board the Board past the below motion:

Motion by Trustee Brandner to authorize the Village Administrator to enter into a contract with General Code to update the Village website with omitted ordinances, and to authorize General Code to recodify the Village Code beginning in 2012 with the exception of the zoning chapter, seconded by Trustee Neu. Motion carried unanimously.

As you will note in the above motion, this particular recodification process was intended to be exclusive of the zoning chapter, which will be addressed in the early part of 2014. However, what this process does include is the subdivision chapter. Since any changes to the subdivision code require both Plan Commission recommendation, as well as a public hearing, today you will consider the newly referenced "Chapter 330" "Subdivisions" separately from the remainder of the code, which will be considered later in tonight's meeting.

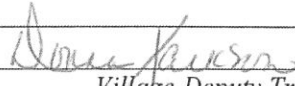
At the July 11, 2013 meeting of the Plan Commission the Commissioners unanimously recommended approval of the revisions to Chapter 330 with the below motion:

Motion by Vice-Chairman Don Berghammer to recommend approval to the Village Board the revisions to Chapter 330, entitled Subdivisions; Seconded by Commissioner Kurt Bartel; Motion passed without objection.

Tonight, following the Public Hearing, the Board should consider the modification to the Subdivision Code. As you can see in the attached red-line version, the changes that have been made are largely relative to grammar, referencing and formatting. None of the changes are related anything legislative in nature.

FISCAL IMPACT:

REVIEWED BY:


Village Deputy Treasurer

Initial Project Costs: None
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

46.

MEETING DATE: August 15, 2013

SUBJECT: Ordinance 2013-08-01 Subdivision of Lands
DATE SUBMITTED: August 06, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator


ATTACHMENTS:

1. July 11, 2013 Plan Commission Minutes
2. July 11, 2013 Packet Materials
3. Public Hearing Notice


STAFF RECOMMENDATION:

Motion to adopt Ordinance 2013-08-01 an ordinance to repeal, recreate, rename and renumber Chapter 66, entitled "Subdivision Regulations" and to adopt Chapter 330, entitled "Subdivision of Land".

APPROVED FOR SUBMITTAL BY:



Village Staff Member



Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

- The document be amended to say “two to three” public information meetings, those times for the public information meetings be clarified (4:00PM-9:00PM) and the removal of the word “Back” in the second paragraph of the narrative.

Seconded by Commissioner Kurt Bartel; Motion passed without objection.

f. Discussion and possible recommendation to the Village Board regarding various amendments made to Chapter 330 of the Village Code, entitled “Subdivision Regulations”

Motion by Vice-Chairman Don Berghammer to recommend approval to the Village Board the revisions to Chapter 330, entitled Subdivisions; Seconded by Commissioner Kurt Bartel; Motion passed without objection.

g. Discussion/Action regarding residential home plans for Lot 48 in Reflections Village (Sierra Homes)

Motion by Vice Chairman Don Berghammer to approve of the recommended home plan designs for Lot 48 in Reflections Village as prepared by Sierra Homes; Seconded by Commission Kurt Bartel; Motion passed without objection.

h. Discussion and possible recommendation to the Village Board regarding an amendment of the Master Grading/Erosion Control Plan and Landscaping Plan for Reflections Village Subdivision, Robert and Caryl Parchem, applicant (Application 2012-9-1)

Motion by Commissioner Kurt Bartel to recommend to the Village Board the proposed amendments to the Master Grading, Erosion Control, and Landscaping Plans for Reflections Village Subdivision provided the following conditions of approval are met prior to filing at the Washington County Register of Deeds:

- That the Developer provide, to the Village Administrator’s satisfaction, a series of core samplings from the subject berm.
- That the Village Engineer review the proposed amendments to the Master Grading and Erosion Control Plan, core samplings, and provide written record of his acceptance thereof.
- That the Developer work with Commissioner Kurt Bartel to select trees to be utilized in the berm landscaping plan.
- That the Developer pay to the Deputy Treasurer any and all outstanding fees which were established as a part of their escrow account.

Seconded by Trustee Bill Collins; Motion passed without objection.

7. ADJOURNMENT

Motion by Trustee Bill Collins to adjourn; Seconded by Vice Chairman Don Berghammer; Motion passed without objection at 8:45PM.

Respectfully Submitted,

Jim Healy
Assistant to the Village Administrator
Planning and Zoning Administrator



VILLAGE OF RICHFIELD
PLAN COMMISSION COMMUNICATION FORM
MEETING DATE: July 11, 2013

67

SUBJECT: Revisions to Chapter 330, Subdivisions

DATE SUBMITTED: June 27, 2013

SUBMITTED BY: Jim Healy, Assistant to the Administrator

POLICY QUESTION: DOES THE PLAN COMMISSION WISH TO MAKE A RECOMMENDATION TO THE VILLAGE BOARD TO APPROVE THE ENCLOSED CHANGES TO CHAPTER 330?

ISSUE SUMMARY:

In 2011 Village Administrator Josh Schoemann, along with Village staff created long-term goals to accomplish from 2012-2014. One of those goals was to recodify our Village code, which is basically updating the code with proper language, correcting any inconsistencies with State Statutes, amending codes to make them more workable for staff, and correcting typos. In addition, the code has been renumbered to alphabetize the chapters. The current Chapter 66 will become chapter 330. Staff has been working over the past two years to complete this project, and is projecting the Village Board will approve the new code book at its August meeting.

State Statute requires the Plan Commission to make a recommendation to the Board on issues concerning subdivisions: "Before adoption of a subdivision ordinance or any amendments thereto the governing body shall receive the recommendation of its planning agency and shall hold a public hearing thereon." The public hearing will be held at the August Board meeting.

FUTURE IMPACT & ANALYSIS:

REVIEWED BY: _____

Carolyn Spitz
Village Deputy Clerk

Forward to Village Board: Yes.
Additional Approvals Needed: No.
Signatures Required: Variable.

ATTACHMENTS:

1. Chapter 330 with red-line revisions
2. State Statute § 236.45(4)

STAFF RECOMMENDATION:

MOTION TO RECOMMEND TO THE BOARD OF TRUSTEES REVISIONS TO CHAPTER 330 SUBDIVISIONS.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____

Continued To: _____

Ordinance No. _____

Referred To: _____

Approved _____

Denied _____

Other _____

File No. _____

Chapter 330

SUBDIVISION OF LAND

ARTICLE I General Provisions

- § 330-1. Statutory authority.
- § 330-2. Purpose.
- § 330-3. Intent.
- § 330-4. Definitions.
- § 330-5. Abrogation and greater restrictions.
- § 330-6. Interpretation.
- § 330-7. Jurisdiction.
- § 330-8. Compliance.
- § 330-9. Dedication and reservation of land.
- § 330-10. Improvements.
- § 330-11. Variances.
- § 330-12. Land suitability.
- § 330-13. Enforcement.
- § 330-14. Violations and penalties.
- § 330-15. Appeals.

ARTICLE II Land Provision Procedures

- § 330-16. Pre-preliminary plat.
- § 330-17. Preliminary plat review and approval.
- § 330-18. Final plat review and approval.
- § 330-19. Replat review and approval.
- § 330-20. Minor land division review and approval (certified survey map).
- § 330-21. Plats and minor land divisions within the extraterritorial jurisdiction of the Village.

ARTICLE III Preliminary Plat Data and Preparation

- § 330-22. Contents generally.
- § 330-23. Plat data.
- § 330-24. Additional data requirements.
- § 330-25. Affidavit.
- § 330-26. Fees.

ARTICLE IV Final Plat Data and Preparation

- § 330-27. Contents generally.
- § 330-28. Additional data requirements.
- § 330-29. Surveying and monumenting.
- § 330-30. Survey accuracy.
- § 330-31. State plane coordinate system.

ARTICLE V Certified Survey Map Data and Information

- § 330-33. Generally.
- § 330-34. Additional required data.
- § 330-35. State plane coordinate system.
- § 330-36. Certificates.

ARTICLE VI Design Standards

- § 330-37. Street arrangement.
- § 330-38. Limited access highway and railroad right-of-way treatment.

§ 330-39. Street and other public way design standards.

§ 330-40. Street intersection design.

§ 330-41. Block design.

§ 330-42. Lot design.

§ 330-43. Building setback lines.

§ 330-44. Easements.

ARTICLE VII Required Improvements

§ 330-64. Erosion control.

§ 330-45. Survey monuments.

§ 330-46. Grading.

§ 330-47. Surfacing.

§ 330-48. Curb and gutter.

§ 330-49. Rural street sections.

§ 330-50. Sidewalks.

§ 330-51. Private sewage disposal systems.

§ 330-52. Stormwater drainage facilities.

§ 330-53. Water supply facilities.

§ 330-54. Other utilities.

§ 330-55. Streetlights.

§ 330-56. Street and regulatory signs.

§ 330-57. Planting screens.

§ 330-58. Sediment control.

§ 330-59. Optional provision of required improvements and facilities.

ARTICLE VIII Construction

§ 330-60. Commencement.

§ 330-61. Building permits.

§ 330-63. Plans.

§ 330-62.
Occupancy
permit.

§ 330-65. Existing flora.

§ 330-66. Inspection.

§ 330-67. Changes and modification.

ARTICLE IX Fees

§ 330-68. Generally.

§ 330-69. Pre-preliminary plat and certified survey map review fee.

§ 330-70. Preliminary plat.

§ 330-71. Improvement review fee.

§ 330-72. Inspection fee.

§ 330-73. Final plat and certified survey map review fee.

§ 330-74. Village engineering fee.

§ 330-75. Legal fee.

[HISTORY: Adopted by the Village Board of the Village of Richfield 7-16-2009 by Ord. No. 2009-7-6 (Ch. 66 of prior Code). Amendments noted where applicable.]

ARTICLE I General Provisions

§ 330-1. Statutory authority.

The regulations of this chapter are adopted under the authority granted by Wis. Stats. §§ 61.35, 62.23, 66.0105, 236.02(5), 236.10(1)(b) and (2) and 236.45.

§ 330-2. Purpose.

The purpose of this chapter is to regulate and control the division of land within the limits of the Village and within the Village's extraterritorial jurisdiction in order to promote the public health, safety, morals, prosperity, aesthetics, and general welfare of the Village.

§ 330-3. Intent.

It is the general intent of this chapter to regulate the division of land so as to:

- A. Obtain the wise use, conservation, protection, and proper development of the Village's soil, water, wetland, woodland, and wildlife resources and attain a proper adjustment of land use and development to the supporting and sustaining natural resource base;
- B. Lessen congestion in the streets and on the highways;
- C. Further the orderly layout and appropriate use of land;
- D. Provide for safety from fire, panic and other dangers;
- E. Provide adequate light and air;
- F. Facilitate adequate provision for housing, transportation, water supply, stormwater, wastewater, schools, parks, playgrounds, and other public facilities and services;
- G. Secure safety from flooding, water pollution, disease and other hazards;
- H. Prevent flood damage to persons and properties and minimize expenditures for flood relief and flood control projects;
- I. Prevent and control erosion, sedimentation, and other pollution of surface and subsurface waters;
- J. Preserve natural vegetation and cover and promote the natural beauty of the Village;
- K. Restrict building sites on areas covered by poor soils or in other areas poorly suited for development;
- L. Facilitate the further division of larger tracts into smaller parcels of land;
- M. Ensure adequate legal description and proper survey monumentation of subdivided land;
- N. Provide for the administration and enforcement of this chapter;
- O. Provide penalties for its violation; and
- P. Implement those Village, county, watershed, or regional comprehensive plans or their components adopted by the Village, and in general to facilitate enforcement of Village development standards as set forth in any plans, plan components, codes or ordinances adopted by the Village.

§ 330-4. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ALLEY A special public way affording only secondary access to abutting properties.

ARTERIAL STREET An urban or rural street used, or intended to be used, primarily for fast or heavy inter-neighborhood or inter-community through traffic. "Arterial street" shall include freeways and expressways as well as standard arterial streets, highways and parkways.

BUILDING SETBACK LINE A line generally parallel to the street lot line and at a specified minimum distance from such lot line as set forth in the Village Zoning Ordinance and which delineates the street side of the buildable area of the lot or parcel.

COLLECTOR STREET An urban street used, or intended to be used, to carry traffic from minor streets to arterial street systems, including the principal entrance streets to urban residential subdivisions.

COMMUNITY An incorporated municipality or a group of adjacent towns and/or incorporated municipalities having common social, economic or physical interest or characteristics.

COMPREHENSIVE PLAN An extensively developed plan, also called a master plan, adopted by the Village Plan Commission and certified to the Village Board pursuant to Wis. Stats. § 62.23, including proposals for future land use, transportation, redevelopment, utilities and public facilities. Devices for the implementation of such plans, such as zoning, official map, land division, and building codes or ordinances and capital improvement programs, may also be considered a part of the Comprehensive Plan.

CONTIGUOUS LANDS Lands not separated by streets, navigable streams or rivers, lakes, railroads or other physical barriers or ownerships.

**COUNTY ~~LAND USE AND PARK DEPARTMENT PLANNING AND PARKS~~
DEPARTMENT** The agency of the county government in the county having land division plat review and approval authority.

CUL-DE-SAC STREET A minor street closed at one end with a turnaround provided for the safe movement of motorized vehicles.

DETENTION BASIN A stormwater pond or structure designed to provide temporary retention and control of stormwater runoff via a surface outlet.

DEVELOPER Any person, firm, or corporation, or any agent thereof, dividing or proposing to divide land resulting in a land division or replat.

DEVELOPMENT (RURAL) Agricultural, residential, recreational, and other open space development at such concentrations and densities not requiring traditional urban services and facilities. Historically, in southeastern Wisconsin, when residential development densities are less than 0.2 dwelling unit per gross acre (or one dwelling unit per five acres), such traditional urban services are not required. Such rural development may be expected to result in

minimum disturbance of the land and land cover, and therefore, less impact on the natural environment.

DEVELOPMENT (URBAN) — Residential, commercial, industrial, governmental, and institutional development in sufficient concentrations or densities to require a variety and high level of traditional urban services and facilities, including but not limited to full-time or part-time municipal police and fire protection and community administration; additional public streets and highways; neighborhood parks and playgrounds; neighborhood schools; local libraries; public sanitary sewer facilities, public water supply facilities; public solid waste removal; storm sewers; mass transit facilities; continual street maintenance; curbs, gutters, and sidewalks; ~~streetlighting~~street lighting; and neighborhood convenience shopping. Such development may be expected to alter or require the altering of land and land cover and have a detrimental impact on the groundwater and surface water. Historically, in southeastern Wisconsin, urban development occurs when residential development is concentrated in large areas at densities in excess of 0.2 dwelling unit per gross acre (or one dwelling unit per five acres).

ENVIRONMENTAL CORRIDORS — Linear areas of the natural landscape containing concentrations of both land and water resources as defined and delineated by the Southeastern Wisconsin Regional Planning Commission. Such environmental corridors are a composite of the most important individual elements of the natural resource base and, generally, have immeasurable environmental, ecological, and recreational value.

EXTRATERRITORIAL JURISDICTION — As applied to the Village, the unincorporated areas within 1 1/2 miles of the Village, and as applied to other cities and villages shall mean the unincorporated area within 1 1/2 miles of a fourth-class city or a village and within three miles of all other cities which have established a land division control ordinance pursuant to Wis. Stats. § 236.02(5). Wisconsin Statutes § 66.0105 shall control determinations respecting overlapping extraterritorial jurisdictions.

FACE OF CURB — The vertical portion of the curb facing the pavement on a non-mountable curb. On mountable curbs, the curb face is computed to be at a point 12 inches from the outside edge of the curb.

FLOODLANDS — Those lands, including the floodplains, flood fringe, floodways, and channels, subject to inundation by the one-hundred-year recurrence interval flood or, where such data is not available, the maximum flood of record.

FRONTAGE STREET — A minor street auxiliary to and located adjacent to an arterial street and used to control access to the arterial street and to provide access and service to abutting properties.

HIGH GROUNDWATER ELEVATION — The highest elevation to which subsurface water rises. This may be evidenced by the actual presence of water during wet periods of the year or by soil mottling during drier periods. The term "mottling" is a variation of soil colors. In soils with restricted internal drainage, gray, yellow, red, and brown colors are intermingled giving a multicolored effect.

HIGH WATER ELEVATION — The average annual high water level of a pond, stream, lake, flowage, or wetland referred to an established datum plane or, where such elevation is

not available, the elevation of the line up to which the presence of the water is so frequent as to leave a distinct mark by erosion, change in or destruction of vegetation, or other easily recognized topographic, geologic, or vegetative characteristic.

INGRESS/EGRESS Entry/exit.

LAND DIVISION Any division of land which results in the creation of additional lots, parcels, or tracts of land.

LETTER OF CREDIT A written letter engagement by a commercial bank made at the request of the developer whereby the issuer will honor drafts or other demands for payment upon compliance with the conditions specified in the letter of credit.

LOT A parcel of land, whether acquired by one or more conveyances, having frontage on a public or other officially approved means of access, occupied, or intended to be occupied, by a principal structure or use and sufficient in size to meet the lot width, lot frontage, lot area, yard, parking area, and other space provisions of the Village Zoning Ordinance or this chapter and other Village codes, chapters, and ordinances.

LOT, CORNER A lot abutting two or more streets at their intersection, provided that the corner of such intersection shall have an angle of 135° or less, measured on the lot side.

LOT, DOUBLE FRONTAGE A lot which has opposite lot lines along two substantially parallel streets and which is not a corner lot. Both street lines on a double frontage lot shall be deemed street front lot lines, but in the case of two or more contiguous double frontage lots, there shall be a common front lot line.

MINOR LAND DIVISION Any division of land not defined as a subdivision which results in one or more new parcels and the division of a block, lot or outlet within a recorded subdivision plat or recorded certified survey map, provided that areas previously dedicated to the public are not altered thereby.

MINOR STREET A street used, or intended to be used, primarily for access to abutting properties.

MUNICIPALITY An incorporated village or city.

NAVIGABLE STREAM Any stream capable of floating any boat, skiff, or canoe of the shallowest draft used for recreational purposes at any time of the year.

OUTLOT A parcel of land, other than a lot or block, so designated on the plat, but generally not of standard lot size, which is used to convey or reservice parcels of land for purposes other than residential development and which may be either redivided into lots or combined with one or more other adjacent outlots or lots in adjacent land divisions in the future for the purpose of creating buildable lots.

PRELIMINARY PLAT A map showing the salient features of a proposed subdivision submitted to an approving authority for purposes of official preliminary consideration.

PUBLIC WAY Any public road, street, highway, walkway, drainageway, easement, or part thereof.

REPLAT — The changing of the exterior boundaries of a recorded land division or part thereof.

RETENTION BASIN — A stormwater pond or structure designed to provide temporary or permanent retention of storm runoff via evaporation or soil absorption.

SHORELANDS — Those lands, in the Village, lying within 1,000 feet from the high water elevation of navigable lakes, ponds, and flowages or 300 feet from the high water elevation of navigable streams or to the landward side of the floodplain, whichever is greater.

SOIL MAPPING UNIT — An area inscribed on the operational soil survey maps prepared by the U.S. ~~Soil Conservation Service~~ Natural Resources Conservation Service and designated by soil type, slope, and erosion factor.

SUBDIVISION — The division of land by the owner thereof, any successor in interest or any agent of either, where the act of division creates:

- A. Five or more parcels or building sites of 20 acres each or less in area; or
- B. Five or more parcels or building sites of 20 acres each or less by successive divisions within five years.

VILLAGE ENGINEER — The employee or contracted consultant who is designated to perform the duties and functions, as determined by the Administrator or his/her designee.

WETLANDS — Those lands which are partially or wholly covered by marshland flora and generally covered with shallow standing water or lands which are wet and spongy due to a high water table.

WISCONSIN ADMINISTRATIVE CODE — The rules of administrative agencies having rule-making authority in the state, published in a ~~looseleaf~~ loose-leaf, continual revision system as directed by Wis. Stats. § 35.93 and Wis. Stats. Ch. 227, including subsequent amendments to those rules.

§ 330-5. Abrogation and greater restrictions.

It is not intended by this chapter to repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, agreements, rules, regulations, or permits previously adopted or issued; however, where this chapter imposes greater restrictions, the provisions of this chapter shall govern.

§ 330-6. Interpretation.

In their interpretation and application, the provisions of this chapter shall be held to be minimum requirements and shall be liberally construed in favor of the Village and shall not be deemed a limitation or repeal of any other power granted by statute.

§ 330-7. Jurisdiction.

Jurisdiction of this chapter shall include all lands within the limits of the Village and within the Village's extraterritorial jurisdiction. The provisions of this chapter shall not apply to:

- A. Transfers of interests in land by will or pursuant to court order;
- B. Leases for a term not to exceed 10 years, mortgages, or easements; and
- C. Sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created, and the lots resulting are not reduced below the minimum sizes required by this chapter, the Village Zoning Ordinance, or other applicable laws, chapters, or ordinances.

§ 330-8. Compliance.

No person shall divide any land located within the Village or within the Village's extraterritorial jurisdiction which results in a subdivision, minor land division or a replat; no such subdivision, minor land division or replat shall be entitled to recording; and no street shall be laid out or physical improvements made to land without compliance with all requirements of this chapter and the following documents:

- A. Wisconsin Statutes Ch. 236;
- B. Rules of the State Department of ~~Commerce, Chapter 83~~ Safety and Professional Services, Ch. SPS 383, Wis. Adm. Code., regulating lot size and lot elevation if the land to be subdivided is not served by a public sewer and provisions for such service have not been made;
- C. Rules of the State Department of Natural Resources relating to water quality and wetland development;
- D. Rules of the State Department of Transportation relating to safety of access and the preservation of the public interest and investment in the highway system if the land owned or controlled by the developer abuts on a state trunk highway or connecting street;
- E. Duly adopted Comprehensive Plan or Comprehensive Plan component of the Village;
- ~~F. The Village flood and shoreland zoning ordinance; and~~
- ~~G-F.~~ The Village's zoning regulations in the Zoning Ordinance and supplements and amendments thereto, and all other applicable Village codes, chapters and ordinances.

§ 330-9. Dedication and reservation of land.

- A. Streets, highways, and drainageways. Whenever a tract of land to be divided within the Village encompasses all or any part of an arterial or collector street, drainageway, or other public way which has been designated on a Village, county, or regional Comprehensive Plan or Comprehensive Plan component adopted by the Village or county, such public way shall be made a part of the plat and dedicated or reserved by the developer in the locations and dimensions indicated on such plan or map and as set forth in Article VI of this chapter.
- B. Public sites. Whenever a tract of land to be divided within the Village encompasses all or any part of a public site which has been designated on a Village, county, or regional Comprehensive Plan or Comprehensive Plan component adopted by the Village or

county, such public site shall be made a part of the plat and dedicated or reserved by the developer in the locations and dimensions indicated on such plan. Where the developer proposes a park or playground, the Village may require that any such park or playground be made an outlot and be privately owned and held in joint ownership by and maintained for the benefit of the owners of lots within the subdivision.

§ 330-10. Improvements.

Following approval of a preliminary plat or, where required, a preliminary certified survey map, but not prior thereto, the developer shall install all street, utility and other improvements as required in this section. Such improvements shall be completed prior to submission for approval of any final plat or final certified survey map and, further, must be made to the satisfaction of the Village Engineer and within 24 months from the date of preliminary approval or such approval will be considered null and void. If for some reason the required improvements cannot or should not be made within the prescribed twenty-four-month period, the Village Board may extend the period and require a cash bond or irrevocable letter of credit in an amount equal to 120% of the cost of completing such improvements as estimated by the Village Engineer as a guarantee that the required improvements will be made within a reasonable period prescribed by and satisfactory to the Village Board. Any such cash bond or irrevocable letter of credit shall remain in the custody of the Village, and the Village will not be obligated to pay interest thereon. In no event shall the provision of a cash bond or irrevocable letter of credit for completion of required improvements remove the burden of such completion from the developer. In addition:

- A. Contractors' and subcontractors' work is subject to approval. Contractors and subcontractors retained by the developer to construct street and utility improvements on street rights-of-way proposed for public ownership and use or to prepare contracts and contract specifications for such construction shall be subject to the approval of the Village Engineer.
- B. Survey monuments. Before final approval of any plat or certified survey map within the Village, the developer shall install survey monuments placed in accordance with the requirements of Wis. Stats. Ch. 236.
- C. Governmental units. Governmental units to which these contract provisions apply may file, in lieu of such contract, a letter from officers authorized to act on their behalf agreeing to comply with the provision of this chapter.
- D. Guarantee of improvements. All public improvements shall be guaranteed against physical defect and repaired by the developer for a period of one year following initial acceptance of such improvements by the Village Board.

§ 330-11. Variances.

Where, in the judgment of the Village Board, it would be inappropriate to apply literally the provisions of Articles VI and VII of this chapter because exceptional or undue hardship would result, the Village Board, upon recommendation of the Village Plan Commission, may waive or modify any requirement to the extent deemed just and proper. No variance to the

provisions of this chapter shall be granted, however, unless the Village Board makes a specific finding based on documented evidence that all of the following facts and conditions exist and so indicates in the minutes of its proceedings:

- A. Exceptional circumstances. There are exceptional, extraordinary, or unusual circumstances or conditions where a literal enforcement of the requirements of this chapter would result in severe physical hardship. Such hardships should not apply generally to other properties or be of such a recurrent nature as to suggest that this chapter should be changed.
- B. Preservation of property rights. Such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity.
- C. Absence of detriment. The variance will not create substantial detriment to adjacent property and will not materially impair or be contrary to the purpose and spirit of this chapter or the public interest.

§ 330-12. Land suitability.

No land shall be divided or subdivided for residential use which is determined to be unsuitable for such use by the Village Board for reason of flooding, inadequate drainage, adverse soil conditions, rock formation, unfavorable topography, or any other feature likely to be harmful to the health, safety, or welfare of the future residents of the proposed land division or the Village.

A. Determination of suitability shall be based upon the following:

- (1) Floodlands. No lot of 25,000 square feet or less in area shall include floodlands. All lots more than 25,000 square feet in area shall contain not less than 25,000 square feet of land which is at an elevation at least two feet above the elevation of the one-hundred-year recurrence interval flood, or where such data is not available, five feet above the maximum flood of record.
- (2) Land zoned as lowland conservancy. No lot of 25,000 square feet or less in area shall include lands zoned or designated as lowland conservancy. All lots more than 25,000 square feet in area shall contain not less than 25,000 square feet of land area which is not delineated as lowland conservancy.
- (3) Lots made, altered, or filled entirely with non-earth materials shall not be divided into residential building sites.
- (4) Lots made, altered, or filled entirely with earth within the preceding seven years shall not be used for on-site soil absorption sanitary sewage disposal system fields.
- (5) Lots proposed to be served by conventional on-site soil absorption sanitary sewage disposal systems, including mound systems, shall have not less than 10,000 square feet in slopes of less than 20%.

- (6) Lots proposed to be served by non-conventional on-site soil absorption sanitary sewage disposal systems shall have not less than 15,000 square feet in slopes of less than 12%.
- (7) Lands having bedrock or groundwater within five feet of the natural undisturbed surface shall not be used for residential building sites to be served by conventional on-site soil absorption sanitary sewage disposal systems.
- (8) ~~Commerce standards for soil percolation shall be used for all lots not served by public sanitary sewer facilities.~~ Standards of the Department of Safety and Professional Services for soil percolation
- (9) Certain soil types identified by both their alphabetical and numerical symbols and used by the U.S. Department of Agriculture, ~~Soil Conservation Service~~ Natural Resources Conservation Service and the Southeastern Wisconsin Regional Planning Commission, respectively, and which have very severe or severe limitations for the use of on-site soil absorption sanitary sewage disposal systems may only be included in residential building sites where public sanitary sewerage facilities are not available if such building sites contain not less than 25,000 square feet of other soils which are rated suitable for building construction and installation of an on-site soil absorption sanitary sewage disposal system.
- (10) Lands artificially drained by drainage tile or ditch systems for the purpose of lowering the water table shall not be used for residential building sites to be served by on-site soil absorption sanitary sewage disposal system.

B. The Village Board, upon recommendation of the Village Plan Commission, in applying the provisions of this section, shall, in writing recite the particular facts upon which it concludes that land is unsuitable for residential use and shall afford the developer an opportunity to present evidence in rebuttal to such finding of unsuitability if he so desires. Thereafter, the Village Board may affirm, modify, or withdraw its determination of unsuitability.

§ 330-13. Enforcement.

It shall be unlawful to build upon, divide, convey, record or place monuments on any land in violation of this chapter or the statute, and no person shall be issued a building permit by the Village authorizing the building on, or improvement of, any subdivision, minor land division or replat within the jurisdiction of the Village which has not been recorded prior to the effective date of this chapter until the provisions and requirements of this chapter have been fully met. The Village Board may institute appropriate action or proceedings to enjoin violations of this chapter or the applicable statute.

§ 330-14. Violations and penalties.

- A. ~~Any person who violates or fails to comply with the provisions of this chapter shall be subject to the policies outlined by Chapter 1, General Provisions. Each violation of any provision of this Chapter 330 shall be subject to the penalties and remedies described in Section 1-3 of this Code.~~ Violations and concomitant penalties shall include, but not be limited to the following:

- (1) Recordation improperly made carries penalties as provided in Wis. Stats. § 236.30.
- (2) Conveyance of lots in unrecorded plats carries penalties as provided for in Wis. Stats. § 236.31.
- (3) Monuments disturbed or not placed carries penalties as provided for in Wis. Stats. § 236.32.

B. In addition, an Assessor's plat as set forth in Wis. Stats. § 70.27 may be ordered by the Village Board at the expense of the developer when a subdivision is created by successive divisions.

§ 330-15. Appeals.

Any person aggrieved by an objection to a plat or failure to approve a plat or certified survey map may appeal such objection or failure to approve as provided in Wis. Stats. § 236.13(5), within 30 days of notification of the rejection of the plat or certified survey map. Where failure to approve is based on any unsatisfied objection, the agency making the objection shall be made a party to the action.

ARTICLE II Land Provision Procedures

§ 330-16. Pre-preliminary plat.

Prior to the filing of an application for the approval of a preliminary plat or petition for a rezoning, the developer shall consult with the Village Plan Commission and its staff, in order to obtain their review, advice and assistance in the preparation of a preliminary plat. Such consultation shall be termed the "pre-preliminary plat" stage of the land division procedure and includes the following steps and information:

- A. The developer shall prepare a conceptual development scheme or sketch plan at a scale of one inch equals 100 feet of all the contiguous lands in which he has legal or equitable interest and present three copies and the fee required by § 330-69 to the ~~Clerk~~Village Clerk.
- B. Such sketch plan shall include enough information to set forth the proposed development potential of the parcel to the satisfaction of the Village Plan Commission, and include at least the following:
 - (1) Topographic mapping at not less than ten-foot contour interval, except that if in the judgment of the Village Plan Commission more detailed topographic data is required to make a recommendation to the Village Board, topography at not less than two-foot intervals may be required prior to Village Plan Commission action;
 - (2) Soil characteristics or interpretations secured from detailed soil maps prepared by the USDA ~~Soil Conservation Service (SCS)~~ Natural Resources Conservation Service and/or monitoring borings data;
 - (3) The limits of woodland cover and wetlands on the entire parcel;

- (4) Location of lakes, ponds, streams, or kettles, standing water, and designated floodplains on the parcel;
 - (5) Areas of steep or severe slope conditions, high water table conditions, and potential drainage and erosion problems;
 - (6) Existing and proposed access from the parcel to adjacent streets, roads, or properties;
 - (7) Proposed street location and width;
 - (8) Proposed lots including size to the nearest one-tenth acre;
 - (9) Existing zoning of property within 300 feet of the property proposed to be divided;
 - (10) Any other pertinent information useful to the developer and Village Plan Commission in their determination of developability of the parcel; and
 - (11) Environmental corridors which shall be delineated on the sketch plan.
- C. Following review and comment by the Village Planning and Zoning Administrator and Village Engineer of the sketch plan, the Village Plan Commission shall either reject the sketch plan, giving reasons for such rejection, or approve the sketch plan and make recommendations regarding any necessary rezoning. A petition for such rezoning shall be submitted simultaneously with submission of the preliminary plat. Such review and approval of the sketch plan shall constitute conceptual approval of the sketch plan only and shall not be deemed an approval of the layout and design of the proposed subdivision plat.
- D. Through the pre-preliminary plat procedure it is expected that the developer and Village Plan Commission will reach mutual conclusions regarding the general design and objectives of the proposed development and its possible effects on the Village. The developer will also gain a better understanding of the subsequent required procedures so the entire process may be expedited.

§ 330-17. Preliminary plat review and approval.

Before submitting a final plat for approval, the developer shall prepare and submit a preliminary plat in accordance with Article III of this chapter, as well as a petition for any necessary rezoning, and in doing so, adhere to the following procedure:

- A. The developer shall file 20 copies of the proposed plat and an application with the ~~Clerk~~Village Clerk at least 25 days and not more than 45 days prior to the Village Plan Commission meeting at which action is desired.
- B. At the time of application for preliminary plat approval the developer shall pay fees as set forth in the fee schedule adopted from time to time by the Village Board and provide all necessary documentation on soils and other physical features.
- C. The Village Clerk or designee shall, within two normal workdays after filing, transmit:

- (1) Four copies to the Washington ~~County Land Use and Park Department~~ Planning and Parks Department;
 - (2) Two copies to the Wisconsin Department of Administration;
 - (3) Additional copies to the Wisconsin Department of Administration for retransmission of two copies to the State Department of Transportation, if the development abuts or adjoins a state trunk highway or a connecting street, the Wisconsin Department of ~~Commerce~~ Safety and Professional Services, if the development is not served by a public sewer and provision for such service has not been made, and the Wisconsin Department of Natural Resources, if shorelands or floodlands are contained within the proposed development;
 - (4) Seven copies to the Village Plan Commission; and
 - (5) One copy to the Village Engineer.
- D. The Village shall hereafter be referred to as the "approving agency" and all other units and agencies described in Subsection C above shall hereafter be referred to as "objecting agencies."
- E. The objecting agencies shall, within 20 days of the date of receiving their copies of the proposed preliminary plat, notify the developer and all other objecting agencies and the approving agency of any objections. If there are no objections, they shall so certify on the face of the copy of the proposed preliminary plat and shall return that copy to the ~~Clerk~~ Village Clerk. If an objecting agency fails to act within 20 days, having not asked for an extension, it shall be deemed to have no objection to the plat.
- F. The preliminary plat shall then be reviewed by the Village Plan Commission for conformance with this chapter and all codes, chapters, ordinances, rules, regulations, Comprehensive Plans and Comprehensive Plan components of the Village relating to the plat and its recommendations transmitted to the Village Board.
- G. The Village Board, with or without the recommendations of the Village Engineer, Village Plan Commission and the objecting or approving agencies, shall, within 90 days of the date of filing of a preliminary plat with the ~~Clerk~~ Village Clerk, approve, approve conditionally, or reject such plat unless the time is extended by mutual written agreement with the developer. One copy of the preliminary plat shall thereupon be returned to the developer with the date and action endorsed thereon; and, if approved conditionally or rejected, a letter setting forth the conditions of approval or the reasons for rejection shall accompany the plat. At least one copy each of the preliminary plat and letter shall also be placed in the Village Board's permanent file.
- H. Deed restrictions may be required by the Village Plan Commission as a condition of preliminary plat approval for the purpose of ensuring that certain requirements and other conditions of approval imposed by the Village will be implemented by the developer and future lot owners.
- I. A developer's agreement may be required by the Village as a condition of preliminary plat approval for the purpose of identifying and establishing a timetable for the completion of required improvements and other conditions of approval. The agreement may also include provisions regarding a cash bond or irrevocable letter of credit ensuring

completion of the required improvements and provisions regarding the timetable and configuration of final plat phases.

- J. Failure of the Village Board to act on the proposed preliminary plat within 90 days from the date of filing of the plat with the ~~Clerk~~Village Clerk, the time having not been extended as set forth in this section, and no unsatisfied objections having been filed shall constitute approval of the preliminary plat.
- K. Approval or conditional approval of a proposed preliminary plat shall not constitute approval of the final plat, but rather shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the final plat which will be subject to further consideration by the Village Plan Commission and Village Board at the time of its submission. If, however, the final plat is submitted within ~~24~~36 months of preliminary plat approval and conforms substantially to the approved preliminary plat layout, the final plat shall be entitled to approval with respect to such layout. Approval or conditional approval of a preliminary plat expires ~~24~~36 months after the last required preliminary plat approval is granted, unless as permitted by § 330-18C a final plat of at least one phase of the approved preliminary plat is submitted within such twenty-four-month period. In addition, with respect to a phased final plat, such twenty-four-month period shall be renewed and measured from the last preceding final plat phase approval. After expiration of such twenty-four-month period, the developer has the option of resubmitting the original preliminary plat for approval or submitting a newly designed preliminary plat in accordance with this section.

§ 330-18. Final plat review and approval.

Within 24 months from the date of approval of the preliminary plat or as extended by the Village Board, the developer shall prepare and submit a final plat in accordance with Article IV and the following procedure:

- A. The developer shall file 20 copies of the proposed final plat and deed restrictions with the ~~Clerk~~Village Clerk at least 25 days and not more than 30 days prior to the meeting of the Village Plan Commission at which action is desired.
- B. At the time of application for the final plat approval, the developer shall pay all applicable fees as set forth in the fee schedule adopted from time to time by the Village Board and submit proposed deed restrictions and the developer's agreement if these were required as a condition of preliminary plat approval. Note: See standards for development/~~permit~~ construction.
- C. Partial platting. If 30 or more acres in area, the approved preliminary plat may be final platted in phases with each phase encompassing at least 10 acres or 25% of the area of the approved preliminary plat, whichever is larger. If the developer elects to final plat in phases as approved by the Village Plan Commission, the Village Board shall require a timetable of completion of development of the entire property included in the preliminary plat at or prior to the time of submittal of the first phase of the final plat as part of the developer's agreement.

- D. The Village Clerk or designee shall date all copies of the final plat when submitted and, within two normal workdays after filing, transmit four copies to the ~~County Land Use and Park Department~~Planning and Parks Department; two copies to the State Department of Administration; one copy to the Village Engineer; and the original final plat and three copies to the Village Plan Commission.
- E. The objecting agencies shall, within 20 days of the date of receiving their copies of the proposed final plat, notify the developer and all other approving and objecting agencies of any objections. If there are no objections, they shall so certify on the face of the copy on the proposed final plat and shall return that copy to the Village Clerk. If an objecting agency fails to act within 20 days, it shall be deemed to have no objection to the plat.
- F. The Village Plan Commission shall examine the final plat as to its conformance with the approved preliminary plat; any conditions of approval of the preliminary plat; this chapter and all codes, chapters, ordinances, rules, regulations, Comprehensive Plans and Comprehensive Plan components which may affect it; and shall, within 40 days from the date of filing with the ~~Clerk~~Village Clerk, recommend approval, conditional approval or rejection of the final plat to the Village Board.
- G. Notification. The Village Board shall, prior to approving a plat, give a least 10 days' written notice of its proposed action to the ~~clerk~~Village Clerk of any municipality within 1,000 feet of the proposed final plat.
- H. The Village Board shall, within 60 days of the date of filing the proposed final plat with the ~~Clerk~~Village Clerk, approve or reject such plat unless the time is extended by mutual written agreement with the developer. If the proposed final plat is rejected, the reasons shall be stated in the minutes of the meeting, and a written statement of the reasons forwarded to the developer. The Village Board may not inscribe its approval of the final plat unless the ~~Clerk~~Village Clerk certifies on the face of the final plat that the copies were forwarded to objecting agencies as required in this section, the date thereof, and that no objections have been filed within 20 days, or if filed, have been met. Also, no final plat may be approved until any required deed restrictions have been approved.
- I. Failure of the Village Board to take action on the final plat within 60 days from the date of filing the proposed plat with the ~~Clerk~~Village Clerk or designee, the time having not been extended and no unsatisfied objections having been filed, shall constitute approval of the final plat.
- J. Recordation. After the final plat has been approved by the Village Board, all applicable fees paid, all conditions of approval have been satisfied and required improvements are either installed or a financial guarantee for installation has been provided under § 330-10, the ~~Clerk~~Village Clerk or designee shall cause the certificate inscribed upon the final plat attesting to such approval to be duly executed and the final plat returned to the developer for recording with the county register of deeds. The register of deeds will not record the final plat unless it is offered within ~~30 days~~12 months from the date of the last approval.
- K. Copies. The developer shall file six copies of the approved final plat and deed restrictions with the ~~Clerk~~Village Clerk or designee for distribution to the Village Engineer, Building Inspector, Assessor and other affected departments for their files. Also, one certified copy of the final plat as recorded by the county register of deeds

| shall be filed with the ~~Clerk~~Village Clerk or designee by the developer.

§ 330-19. Replat review and approval.

When it is proposed to replat a recorded land division, or part thereof, so as to change the exterior boundaries of a recorded land division, or part thereof, the developer or person wishing to replat shall vacate or alter the recorded plat as provided in Wis. Stats. Ch. 236. The developer, or person wishing to replat, shall then proceed as specified in §§ 330-17 and 330-18. The ~~Clerk~~Village Clerk or designee shall schedule a public hearing before the Village Plan Commission when a proposed preliminary plat of a replat of lands within the Village limits is filed and shall cause notices of the proposed replat and public hearing to be mailed to the owners of all properties within the limits of the exterior boundaries of the proposed replat and to the owners of all properties within 600 feet of the exterior boundaries of the proposed replat.

§ 330-20. Minor land division review and approval (certified survey map).

When it is proposed to divide land in a manner which results in a minor land division, then a certified survey map (CSM), as provided for in Wis. Stats. Ch. 236, shall be required for the resulting parcels which are 20 acres or less in area, and the developer, Village Plan Commission and Village Board shall proceed as follows:

- A. To the extent applicable, as determined by the Village Planning and Zoning Administrator and Village Engineer, the procedures of §§ 330-16 and 330-17 shall be followed, except that a preliminary certified survey map shall be prepared as set forth in Article V of this chapter.
- B. Following applicable preliminary or pre-preliminary approval of such minor land division, the developer shall prepare a final certified survey map in accordance with Article V of this chapter and shall file 15 copies of the final certified survey map, any necessary or required deed restrictions, any required fees and necessary soil monitor boring data with the ~~Clerk~~Village Clerk at least 25 days prior to the Village Plan Commission meeting at which action is desired. In addition, a petition for any necessary rezoning shall be filed with the ~~Clerk~~Village Clerk at least 25 days prior to the meeting at which time certified survey map approval is requested.
- C. The ~~Clerk~~Village Clerk or designee shall date all copies of the certified survey map when submitted and, within two normal workdays after filing, transmit copies of the final certified survey map and letter of application to the Village Plan Commission, Village Engineer, and to such other agencies and persons entitled to a copy according to statute for their review and recommendations concerning matters within their jurisdiction.
- D. Recommendations of such persons or agencies shall be transmitted to the ~~Clerk~~Village Clerk or designee within 15 days from the date of receipt of the final certified survey map which shall then be reviewed by the Village Plan Commission for conformance with this chapter and all ordinances, rules, regulations, Comprehensive Plans, and Comprehensive Plan components.
- E. The Village Plan Commission shall, within ~~35~~90 days from the date of filing of the final certified survey map, recommend approval, conditional approval or rejection of the map, and shall transmit the map along with its recommendations to the Village Board.

- F. The Village Board shall approve, approve conditionally, or reject such final certified survey map within ~~60~~ 90 days from the date of filing of such map with the ~~Clerk~~ Village Clerk unless the time is extended by mutual written agreement with the developer. If the map is submitted within 12 months of the approval of a preliminary certified survey map and conforms to such approved preliminary certified survey map, the final certified survey map shall be entitled to approval. If the map is rejected, the reason shall be stated in the minutes of the meeting at which such action is taken and a written statement forwarded to the developer. If the map is approved, the Village Board shall direct to the ~~Clerk~~ Village Clerk to so certify on the face of the original map.
- G. Failure of the Village Board to take appropriate action on the final certified survey map within ~~60~~ 90 days from the date of first filing with the ~~Clerk~~ Village Clerk shall constitute approval of the certified survey map.
- H. Recordation. After the final certified survey map has been approved by the Village Board, all applicable fees paid, all conditions of approval satisfied and any required improvements either installed or an approved cash bond or an approved irrevocable letter of credit ensuring their installation is filed with the Village, the ~~Clerk~~ Village Clerk or designee shall cause the certificate inscribed upon the map attesting to such approval to be duly executed and the final certified survey map recorded with the county register of deeds. The register of deeds will not record the map unless it is offered within ~~30 days~~ 6 months from the date of the last approval.
- I. Copies. Ten copies of the final certified survey map shall be retained by the ~~Clerk~~ Village Clerk for distribution to the Village Engineer, Building Inspector, Assessor and other affected departments and agencies for their files. Also, one certified copy of the final certified survey map, as recorded, shall be retained by the ~~Clerk~~ Village Clerk for the Village files.

§ 330-21. Plats and minor land divisions within the extraterritorial jurisdiction of the Village.

- A. Application. When the land to be developed lies within the extraterritorial jurisdiction of the Village the developer shall proceed as specified in §§ 330-16 to 330-20.
- B. Review criteria. The Village Plan Commission may recommend, and the Village Board may approve, the division of lands in the extraterritorial plat approval jurisdiction based on the applicable criteria. The Village Plan Commission may recommend, and the Village Board may require, any conditions in the approval of a subdivision or certified survey map, including the use of any restrictive covenant.

ARTICLE III

Preliminary Plat Data and Preparation

§ 330-22. Contents generally.

A preliminary plat shall be required for all subdivisions within the Village and the Village's extraterritorial jurisdiction and shall be based upon a survey by a registered land surveyor. The plat shall be prepared on tracing cloth, reproducible drafting film, or paper of good

quality at a map scale of not more than 100 feet to the inch and shall show correctly on its face the following information:

- A. Title or name under which the proposed subdivision is to be recorded;
- B. Proper location of the proposed subdivision by government lot, quarter-section, section, township, range, county, and state;
- C. General location sketch at 2,000 feet to the inch showing the location of the subdivision within the U.S. Public Land Survey section;
- D. Date, graphic scale and north point;
- E. Names and addresses of the owners, developer, land surveyor, and any other professional staff involved in preparing the plat;
- F. The entire area contiguous to the proposed plat in which the developer has a legal or equitable interest if such area is less than 100 acres in size, even though only a portion of such area is proposed for immediate development. If the legal or equitable contiguous ownership is 100 acres or more in size, the preliminary plat may include only that area of such land which is proposed to be developed immediately, provided that area has been included in an approved pre-preliminary sketch plan; the land area is at least 65 acres in size; and the remnant unplatted parcel is not less than 40 acres in size. The Village Board may modify these requirements where it is determined unnecessary to fulfill the purposes and intent of this chapter and undue hardship would result from strict application thereof.

§ 330-23. Plat data.

All preliminary plats shall show the following:

- A. Length and bearing of the exterior boundaries of the proposed subdivision referenced to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby;
- B. Existing contours at vertical intervals of not more than two feet where the slope of the ground surface is less than 10%, and of not more than four feet where the slope of the ground surface is 10% or more. Elevations shall be marked on such contours based on National Geodetic Datum of 1929 (mean sea level);
- C. Proposed street grade;
- D. Water elevations of adjoining lakes and streams at the date of the survey and approximate high and low water elevations, all referred to mean sea level (1929) datum;
- E. Floodplain limits and the contour line lying a vertical distance of two feet above the elevation of the one-hundred-year recurrence interval flood, or where such data is not available, the limits of and the contour line lying a vertical distance of five feet above the elevation of the maximum flood of record;

- F. Location, right-of-way width and names of all existing streets, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto;
- G. Type, width and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established center line elevations, all to mean sea level (1929) datum;
- H. Location and names of any adjacent subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands;
- I. Location, size and invert elevation of any existing or proposed sanitary or storm sewers, retention or detention basins, culverts, and drainpipes, the location of manholes, catch basins, hydrants, electric power, and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. If no sanitary or storm sewers or water mains are located on or immediately adjacent to the lands being platted, the nearest such sewers or water mains which might feasibly be extended to serve such lands shall be indicated by their direction and distance from the nearest exterior boundary of the plat and their size, and invert elevations;
- J. Locations of all existing property boundary lines, structures, drives, streams, watercourses, marshes, rock outcrops, wooded areas, railroad tracks and other similar significant natural or man-made features within the tract being subdivided or immediately adjacent thereto;
- K. Location, width and suggested names of all proposed streets and public rights-of-way such as alleys and easements;
- L. Approximate dimensions of all lots, together with proposed lot and block numbers;
- M. Location and approximate dimensions and size of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public use or which are to be used for group housing, shopping centers, church sites, or other private uses not requiring division into lots;
- N. Approximate proposed street grades or approximate slope in percent;
- O. Existing zoning on and adjacent to the proposed subdivision;
- P. Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to the access;
- Q. Any proposed lake and stream improvement or relocation;
- R. Location of soil boring tests, where required by the Wisconsin Administrative Code, made to a depth of six feet, unless bedrock is at a lesser depth. The number of such tests shall be adequate to portray the character of the soil and the depths of bedrock and groundwater from the natural undisturbed surface. To accomplish this purpose, a minimum of one per three acres shall be made initially. Two copies of all test results shall accompany the preliminary plat;

- S. Location of soil monitoring or percolation tests where required by Wis. Adm. Code Comm. Ch. 85, taken at the location and depth in which soil absorption waste disposal systems are proposed to be installed. The number of such tests initially made shall not be less than one test per three acres or one test per lot, whichever is greater. Two copies of all test results shall accompany the preliminary plat;
- T. Special restrictions required by the Village Plan Commission such as those relating to points or areas of access control along public ways, provision of planting screen areas, areas of fill or earth moving restrictions, or areas of land clearance restrictions.

§ 330-24. Additional data requirements.

- A. Street plans and profiles. Following preliminary plat approval, the plans and profiles of all streets and public ways, as designed and laid out by a registered Village Engineer, shall be submitted to the Village Engineer showing existing ground surface, proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision, when requested. All elevations shall be based upon mean sea level (1929) datum, and plans and profiles shall meet the approval of the Village Engineer.
- B. Testing. As a part of preliminary plat preparation the Village Plan Commission may require the developer to provide that additional borings and soundings be made in specified areas to ascertain subsurface soil, rock, and water conditions, including depth to bedrock and depth to groundwater table. Where the subdivision will not be served by public sanitary sewer service, the provisions of ~~Wis. Adm. Code Comm. Ch. 85~~ Chapter SPS 385 shall be complied with; and the appropriate data submitted with the preliminary plat.
- C. Soil and water conservation. The Village Engineer, upon determining from a review of the preliminary plat that the soils, slope, vegetation, and drainage characteristics of the site are such as to require substantial cutting, clearing, grading, stormwater detention/retention and other earth-moving operations in the development of the subdivision or otherwise entail a severe erosion hazard, may require the developer to provide soil erosion and sedimentation control plans and specifications. Such plans shall comply with the Village required standards and shall be in accordance with standards set forth in Chapter 167, Article II, Construction Site Erosion Control, of this Code.
- D. Site grading plans. Site grading plans, including both existing and proposed contours, building grades/elevations and any drainage systems, may be required by the Village Engineer.

§ 330-25. Affidavit.

The registered engineer and/or registered surveyor preparing the preliminary plat shall certify on the face of the plat that it is a correct representation of all existing land divisions and features and that he has fully complied with the provisions of this chapter.

§ 330-26. Fees.

The developer shall pay all fees applicable to the proposed preliminary plat to the ~~Clerk~~Village Clerk at the time the preliminary plat is first submitted for Village Plan Commission review and approval, and in an amount as set forth in the fee schedule adopted from time to time by the Village Board.

ARTICLE IV
Final Plat Data and Preparation

§ 330-27. Contents generally.

A final plat prepared by a registered land surveyor shall be required for all subdivisions within the Village and the Village's extraterritorial jurisdiction. It shall comply in all respects with the requirements of Wis. Stats. Ch. 236.

§ 330-28. Additional data requirements.

The plat shall show correctly on its face, in addition to the information required by Wis. Stats. § 236.20, the following:

- A. Exact street width along the line of any obliquely intersecting street;
- B. Railroad rights-of-way within and abutting the plat;
- C. Minimum setback or building lines required by Village rules, regulations, or ordinances;
- D. Utility and drainage easements;
- E. All lands dedicated for public use, reserved for future public acquisition, or reserved for the common use of property owners within the plat;
- F. Special restrictions required by the Village Plan Commission such as those relating to points or areas of access control along public ways, provision of planting screen areas, areas of fill or earth-moving restrictions, or areas of land clearance restrictions.

§ 330-29. Surveying and monumenting.

All final plats shall meet all the surveying and monumenting requirements of Wis. Stats. § 236.15.

§ 330-30. Survey accuracy.

The Village Engineer shall examine all final plats within the Village and, where appropriate, make field checks for the accuracy and closure of survey, accuracy of topographic data, the proper kind and location of monuments, and the legibility and completeness of the drawing. In addition:

- A. Maximum error of closure before adjustment of the division shall not exceed, in horizontal distance or position, the ratio of one part in 10,000, nor in azimuth, four seconds of arc per interior angle. If field measurements exceed this maximum, new field measurements shall be made until a satisfactory closure of the field measurements has been obtained. The survey of the exterior boundary shall be adjusted to form a closed geometric figure.
- B. All street, block and lot dimensions shall be computed as closed geometric figures based upon the control provided by the closed exterior boundary survey. If field checks disclose an error for any interior line of the plat greater than the ratio of one part in 3,000, or an error in measured angle greater than one minute of arc for any angle where the shorter side forming the angle is 300 feet or longer, necessary corrections shall be made. Where the shorter side of a measured angle is less than 300 feet in length, the error shall not exceed the value of one minute multiplied by the quotient of 300, divided by the length of the shorter side; however, such error shall not in any case exceed five minutes of arc.
- C. Where the plat is located within or adjacent to a U.S. Public Land Survey one-quarter section the corners of which have been relocated, monumented, and coordinated by the county, the Village, or the Southeastern Wisconsin Regional Planning Commission, the tie required by Wis. Stats. § 236.20(3)(b) shall be expressed in terms of grid bearing and distance; and the material and state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure as specified in this section for the survey of the exterior boundaries of the subdivision.
- D. Where the plat is located within a U.S. Public Land Survey one-quarter section, the corners of which have not been relocated, monumented and coordinated by the county, the Village, or the Southeastern Wisconsin Regional Planning Commission, both ends of each property boundary line shall be tied to the nearest one-quarter corner and as required by Wis. Stats. Ch. 236.

§ 330-31. State plane coordinate system.

Where the plat is located within or immediately adjacent to a U.S. Public Land Survey one-quarter section the corners of which have been relocated, monumented, and coordinated by the county, the Village, or the Southeastern Wisconsin Regional Planning Commission, the plat shall be tied directly to one of the section or quarter corners so relocated, monumented, and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat. All distances and bearings shall be referenced to the state coordinate system, south zone, and adjusted to the county's control survey.

§ 330-32. Certificates.

All final plats shall provide all the certificates required by Wis. Stats. § 236.21, and, in addition, the surveyor shall certify that he has fully complied with all the provisions of this chapter.

ARTICLE V**Certified Survey Map Data and Information****§ 330-33. Generally.**

A final certified survey map prepared by a registered land surveyor shall be required for all minor land divisions within the Village and the Village's extraterritorial jurisdiction. It shall comply in all respects with the requirements of Wis. Stats. § 236.34. When required as set forth in § 330-20, a preliminary certified survey map shall also be prepared as set forth in this article. The design and improvements relating to a minor land division shall also comply with the design standards and improvement requirements set forth in Articles VI and VII.

§ 330-34. Additional required data.

A. Both preliminary and final certified survey maps shall show correctly on their face, in addition to the information required by Wis. Stats. § 236.34, the following:

- (1) All existing buildings, watercourses, drainage ditches, and other features pertinent to proper land division;
- (2) Minimum setback or building lines required by Village ordinances;
- (3) Utility and drainage easements;
- (4) All lands dedicated for public use or reserved for future acquisition;
- (5) Date of the certified survey map;
- (6) Graphic scale and north point;
- (7) Name and address of the owner, developer, and surveyor;
- (8) Location of soil boring and soil evaluation tests conducted in accordance with Wis. Adm. Code Comm. Ch. 85. The written results of such test shall be submitted along with the certified map;
- (9) All proposed streets, roads, or highways within 200 feet of the boundaries of the parcels created by the minor land division; and

B. In addition, a required preliminary certified survey map shall include existing and proposed contours as set forth in § 330-23.

§ 330-35. State plane coordinate system.

- A. Where the certified survey map is located within or adjacent to a U.S. Public Land Survey one-quarter section the corners of which have been relocated, monumented, and coordinated by the county, the Village, or the Southeastern Wisconsin Regional Planning Commission, the certified survey map shall be tied directly to one of the section or quarter corners as set forth in § 330-31.
- B. Where the certified survey map is located within or adjacent to a U.S. Public Land Survey one-quarter section the corners of which have not been relocated, monumented, and coordinated by the county, the Village, or the Southeastern Regional Planning Commission, both ends of each property boundary line shall be tied to the nearest one-quarter corner and as required by Wis. Stats. Ch. 236.

§ 330-36. Certificates.

The surveyor shall certify on the face of the certified survey map that he has fully complied with all the provisions of this chapter. The Village Plan Commission and Village Board shall each certify its approval on the face of the certified survey map. Dedication of streets and other public areas shall require, in addition, the owner's certificate and the mortgagee's certificate in substantially the same form as required by Wis. Stats. § 236.21(2)(a).

**ARTICLE VI
Design Standards**

§ 330-37. Street arrangement.

In any new land division the street layout shall conform to the arrangement, width and location indicated on the Official Map, county jurisdictional highway system plan, Comprehensive Plan or plan component, or precise neighborhood unit development plan of the Village. In addition, streets shall be constructed in conformance with the adopted construction standards of the Village. (See standards for development/construction.) In areas for which such plans have not been completed, the street layout shall recognize the functional classification of the various types of streets and shall be developed and located in proper relation to existing and proposed streets, to the topography, to such natural features as streams and tree growth, to public convenience and safety, to the proposed use of the land to be served by such streets, to existing or planned utilities, and to the most advantageous development of adjoining areas. The land division shall be designed so as to provide each lot with satisfactory access to a public street without thereby causing undue conflict with existing or anticipated traffic flow on such streets. In addition:

- A. Arterial streets shall be arranged so as to provide ready access to centers of employment, centers of governmental activity, community shopping areas, community recreation, and points beyond the boundaries of the community. They shall also be properly integrated with and related to the existing and proposed system of major streets and highways and shall be, insofar as practicable, continuous and in alignment with existing or planned streets with which they are to connect.

- B. Collector streets shall be arranged so as to provide ready collection of traffic from residential areas and conveyance of this traffic to the major street and highway system and shall be properly related to the mass transportation system, to special traffic generators such as schools, churches and shopping centers and other concentrations of population and to the major streets to which they connect.
- C. Minor streets shall be arranged to conform to the topography, to discourage use by through traffic, where applicable to permit the design of efficient storm drainage and utility systems and to require the minimum street area necessary to provide safe and convenient access to abutting property.
- D. Proposed streets shall extend to the boundary lines of the tract being subdivided unless prevented by topography or other physical conditions unless, in the opinion of the Village Plan Commission, such extension is not necessary or desirable for the coordination of the layout of the subdivision or for the advantageous development of the adjacent tracts. Where an existing dedicated or platted half-street is adjacent to the tract being subdivided, the other half of the street shall be dedicated by the developer.
- E. Arterial street and highway protection. Whenever the proposed land division contains or is adjacent to an arterial street or highway, adequate protection of residential properties, limitation of access and separation of through and local traffic shall be provided by reversed frontage, with screen planting contained in a non-access reservation along the rear property line, and/or by the use of frontage streets.
- F. Stream or lake shores shall have a minimum of 60 feet of public access platted to the low water mark at intervals of not more than 1/2 mile as required by Wis. Stats. § 236.16(3).
- G. Reserve strips shall not be provided on any plat to control access to streets or alleys, except where control of such strips is placed with the Village under conditions approved by the Village Plan Commission and Village Board.
- H. Alleys may be provided in commercial and industrial areas for off-street loading and service access unless otherwise required by the Village Plan Commission, but shall not be approved in residential districts. Dead-end alleys shall not be approved, and alleys shall not connect directly to an arterial street or highway.
- I. Street names shall not duplicate or be similar to existing street names elsewhere in the Village, and existing street names shall be projected wherever possible.

§ 330-38. Limited access highway and railroad right-of-way treatment.

Whenever the proposed land division contains or is adjacent to a limited access highway or railroad right-of-way, the land division design shall provide for the following:

- A. When lots within the proposed land division back upon or side upon the right-of-way of an existing or proposed limited access highway or a railroad, a planting strip at least 30 feet in depth shall be provided adjacent to the highway or railroad in addition to the normal lot depth or width. This strip shall be a part of the platted lots but shall have the following restriction lettered on the face of the plat: "This strip reserved for the planting

of trees and shrubs; vehicular public access across and the building of structures hereon is prohibited."

- B. Commercial and industrial properties shall have provided, on each side of the limited access highway or railroad, streets approximately parallel to and at a suitable distance from such highway or railroad for the appropriate use of the land between such streets and highway or railroad, but not less than 150 feet.
- C. Streets parallel to a limited access highway or railroad right-of-way, when intersecting an arterial street or highway or a collector street which crosses such railroad or highway, shall be located at a minimum distance of 250 feet from such highway or railroad right-of-way. Such distance, where desirable and practicable, shall be determined with due consideration of the minimum distance required for the future separation of grades by means of appropriate approach gradients.
- D. Minor streets immediately adjacent and parallel to railroad rights-of-way shall be avoided, and the location of minor streets immediately adjacent to arterial streets and highways and to railroad rights-of-way shall be avoided in residential areas.

§ 330-39. Street and other public way design standards.

The minimum right-of-way and roadway width of all proposed streets and alleys shall be as specified by the Comprehensive Plan, Comprehensive Plan component, Official Map, neighborhood and/or corridor plan, county jurisdictional highway system plan, State Department of Transportation (Wis DOT) functional highway plans and/or environmental impact statement (EIS) plans, or as set forth in standards for development/permit construction, whichever is greater. Arterial street sections are for standard arterial streets only. Cross sections for freeways, expressways and parkways should be based upon detailed engineering studies. In addition:

- A. Cul-de-sac streets designed to have one end permanently closed shall not, as a general rule, exceed 800 feet in length as measured from the point of radius of the turnaround to the nearest intersecting street, and in no case shall more than nine single-family dwelling unit lots abut and have direct access to a cul-de-sac street. All cul-de-sac streets designed to have one end permanently closed shall terminate in a circular turnaround. Note: See standards for development/permit construction.
- B. Temporary termination of streets at the boundary of a land division or phase of land division intended to be extended at a later date and where three or more dwelling units have driveway access to such streets shall, at the discretion of the Village Plan Commission, be accomplished with a temporary "T" turnaround within the street right-of-way having a cross-bar length of 64 feet and width of 24 feet or an alternative design approved by the Village Engineer. Temporary or semi-permanent turnarounds must be connected and extended when the adjoining property is developed.
- C. Street grades.

(1) Maximum and minimum grades.

(a) Unless necessitated by exceptional topography as determined by the Village Plan Commission, the maximum center line grade of any street or public way shall not exceed the following:

[1] Arterial streets: 6%.

[2] Collector streets: 8%.

[3] Minor streets, culs-de-sac, alleys and frontage streets: 10%.

[4] Pedestrianways: 12% unless steps of acceptable design are provided.

(b) In addition, the grade of any street shall in no case exceed 12% or be less than 1/2 of 1%.

(2) Street grades shall be established wherever practicable so as to minimize grading, the promiscuous removal of ground cover and tree growth and general leveling of the topography. All changes in street grades shall be connected by vertical curves of a minimum length equivalent in feet to 15 times the algebraic difference in the rates of grade for arterial and collector streets, and 1/2 this minimum for all other streets.

D. Radii of curvature.

(1) When a continuous street center line deflects at any one point by more than 10°, a circular curve shall be introduced having a radius of curvature on such center line of not less than the following:

(a) Arterial streets and highways: 500 feet.

(b) Collector streets: 300 feet.

(c) Minor streets: 100 feet.

(2) A tangent at least 100 feet in length shall be provided between reverse curves on arterial and collector streets.

E. Passing lanes and acceleration/deceleration lanes. When the land to be subdivided is proposed to have street connections to an arterial street, the developer/developer shall install a passing or bypass lane adjacent to the traffic lane opposite the intersection as well as an acceleration and a deceleration lane adjacent to the traffic lane nearest the intersection as approved by the Village Engineer.

§ 330-40. Street intersection design.

Streets shall intersect each other at as nearly right angles as topography and other limiting factors of good design permit. In addition:

A. The number of streets converging at one intersection shall be reduced to a minimum, preferably not more than two.

- B. The number of intersections along arterial streets and highways shall be held to a minimum. Wherever practicable, the distance between such intersections shall not be less than 1,200 feet.
- C. Minor and collector streets shall not necessarily continue across arterial streets. If the distance between the center line intersections of any street with any other intersecting street is less than 250 feet measured along the center line of the intersecting street, then the location shall be so adjusted that the distance is increased or the adjointment across the intersecting street is continuous and a jog is avoided.
- D. On all streets where sidewalks are required, ramps or openings to accommodate handicapped individuals or vehicles shall be provided in accordance with Wis. Stats. § 66.0909.
- E. The platting of half-streets shall not be permitted except where it is necessary to complete a half-street existing at the effective date of this chapter.

§ 330-41. Block design.

The widths, lengths, and shapes of blocks shall be suited to the planned use of the land, zoning requirements, need for convenient access, control and safety of street traffic, and the limitations and opportunities of topography. In addition:

- A. The length of blocks in a residential area shall not as a general rule be less than 600 feet nor more than 1,600 feet in length, unless otherwise dictated by exceptional topography or other limiting factors of good design.
- B. Pedestrian ways of not less than 20 feet in width may be required near the center and entirely across any block over 1,000 feet in length where deemed essential by the Village Plan Commission to provide adequate pedestrian circulation or access to schools, parks, shopping centers, churches or transportation facilities.
- C. The width of blocks shall be enough to provide for two tiers of lots of appropriate depth, except where otherwise required to separate residential development from through traffic. Width of lots or parcels reserved or designated for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated and the area zoning restrictions for such use.
- D. All main telephone and electric power and other utility lines shall, where practical, be placed on mid-block easements of not less than 20 feet in width on the property line, and as required by the respective utility company, and where possible along rear lot lines, and shall be completed prior to final grading.

§ 330-42. Lot design.

The size, shape, and orientation of lots shall be appropriate for the location of the land division and for the type of development and use contemplated. The lots should be designed to provide an aesthetically pleasing building site and a proper architectural setting for the building contemplated. In addition:

- A. Side lot lines shall be at right angles to straight street lines or radial to curved street lines on which the lots face unless impractical to do so. Lot lines shall follow municipal boundary lines rather than cross them.
- B. Double-frontage or through lots shall be prohibited except where necessary to provide separation of residential development from arterial traffic or to overcome specific disadvantages of topography and orientation.
- C. Every lot shall front or abut for a distance of at least 50 feet on a public street.
- D. Area and dimensions of all lots shall conform to the requirements of the Village Zoning Ordinance in floodland and shoreland areas. Those building sites not served by a public sanitary sewer system or other approved system shall be sufficient to permit the use of an on-site soil absorption sewage disposal system designed in accordance with the Wisconsin Administrative Code.
- E. Excessive depth of lots in relation to width shall be avoided and a proportion of two to one shall be considered a standard depth to width ratio under normal conditions. Lots shall normally be rectangular in shape, and lots having more than five sides shall be avoided. Depth of lots or parcels designated for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated.
- F. The width of lots within the interior of a block shall conform to the requirements of the applicable Village or county ordinance, and in no case shall a lot have a minimum width at the building setback line of less than that which is required by the applicable zoning ordinance.
- G. In any plat abutting a lake or stream, lands lying between the meander line and the water's edge and any otherwise unplattable lands which lie between a proposed land division and the water's edge shall be dedicated to the public or made a part of the adjacent lot or parcel.

§ 330-43. Building setback lines.

Building setback lines appropriate to the location and type of development contemplated, which are more restrictive than the regulation of the zoning district in which the plat is located due to topographic conditions, traffic visibility flora, or natural features, may be required by the Village Plan Commission.

§ 330-44. Easements.

- A. The Village Plan Commission may require utility easements of widths deemed adequate for the intended purpose on rear lot lines and on side lot lines or across lots where necessary or advisable for electric power and communication wires and conduits; storm and sanitary sewers; and gas, water, and other utility lines.
- B. Where a land division is traversed by a watercourse drainageway, channel, or stream, an adequate drainageway easement shall be provided as may be required by the Village Plan Commission. The location, width, alignment, and improvement of such drainage course

shall be subject to the approval of the Village Engineer, and parallel streets or parkways may be required in connection therewith. Where necessary stormwater drainage shall be maintained by landscaped open channels of adequate size and grade to hydraulically accommodate maximum potential volumes of flow. These design details are subject to review and approval by the Village Engineer.

- C. Where natural drainage channels, water impoundment areas, and wetlands are encompassed, in whole or in part, within the proposed land division, the Village Plan Commission may require easements to be placed on the plat which will protect and ensure the viability of such natural resources and/or aesthetic value.

ARTICLE VII Required Improvements

§ 330-45. Survey monuments.

The developer shall install survey monuments placed in accordance with the requirements of Wis. Stats. Ch. 236 and as may be required by the Village Engineer/surveyor. The Village Board may waive the placement of lot corner monuments until the submittal of the final plat.

§ 330-46. Grading.

After the installation of survey control points by the developer and establishment of street grades by the Village Engineer, and unless otherwise stipulated by the Village Plan Commission, the developer shall grade the full width of the right-of-way of all streets proposed to be dedicated in accordance with plans and standard specifications approved by the Village Engineer. The developer shall grade the roadbeds in the street rights-of-way to subgrade. Any way shall be graded to a maximum slope of three to one, or the soil's angle of repose, whichever is the lesser. All graded lands, with the exception of roadbeds of streets, shall be treated for sediment and erosion control purposes as set forth in § 330-64.

§ 330-47. Surfacing.

After the installation of all utility and stormwater drainage improvements, the developer shall surface all roadways in streets proposed to be dedicated to the widths prescribed by this chapter and the other Comprehensive Plan components of the Village. Such surfacing shall be in accordance with plans and standard specifications accomplished in two lifts or layers of asphalt over a compacted layer of crushed stone and approved by the Village Engineer and in conformance with the adopted street construction standards of the Village and with any developer's agreement. The cost of surfacing in excess of 48 feet in width that is not required to serve the needs of the land division shall be borne by the Village or other unit or agency of government having jurisdiction.

§ 330-48. Curb and gutter.

In all land divisions the Village Board may require the developer to construct concrete curbs and gutters in accordance with plans and standard specifications approved by the Village

Board. In addition, curbs and gutters are required by the Village Board on cul-de-sac islands, on streets adjacent to uses which generate high volumes of traffic (in excess of 1,500 ADT), and on streets where steep topography conditions cannot be overcome by redesigning. Wherever possible, provision shall be made at the time of construction for driveway access curb cuts. The cost of installation of all inside curbs and gutters for dual roadway pavements on the established arterial street and highway system for the Village shall be borne by the Village or other unit or agencies of government having jurisdiction.

§ 330-49. Rural street sections.

When permanent rural street sections have been approved by the Village Board, the developer shall finish grade all shoulders and road ditches, install all necessary culverts at intersections, and, if required, surface ditch inverts or otherwise prevent erosion and sedimentation in accordance with plans and standard specifications approved by the Village Engineer and as set forth in § 330-64 and in the adopted Village design and construction standards.

§ 330-50. Sidewalks.

The Village Board may require sidewalks if they are necessary, in its opinion, for safe and adequate pedestrian circulation.

§ 330-51. Private sewage disposal systems.

When it is proposed to establish a private sanitary sewer system to serve two or more lots, the developer shall construct sanitary sewer facilities in such a manner as to make adequate sanitary sewer service available to each lot within the land division.

§ 330-52. Stormwater drainage facilities.

The developer shall construct stormwater drainage facilities adequate to serve the land division, which may include curbs and gutters, catch basins and inlets, storm sewers, road ditches, culverts, open channels, water retention structures, and settling basins. All such facilities shall be of adequate size and grade to hydraulically accommodate the maximum potential volumes of flow through and from within the land division and shall be so designed as to prevent and control soil erosion and sedimentation and to present no hazards to life or property. In addition:

- A. Unpaved road ditches and back slopes shall be shaped and seeded and/or sodded as grassed waterways. The bottom or "V" of all drainage channels or ditches having a slope of 3% or more shall be sodded with grass strips laid perpendicular to the slope of the drainage channel. Where the velocity of flow is in excess of four feet per second on soils having a severe or very severe erosion hazard and in excess of six feet per second on other soils, the developer shall install a paved invert or check dams, flumes, or other energy dissipating devices as prescribed by the Village Engineer and Village Board.
- B. Drainage facilities shall, if required, include water retention structures and settling basins to prevent erosion and sedimentation where such facilities discharge into streams or

lakes. The design criteria, the size, type, grades, and installation of all stormwater drains and sewers and other cross section, invert and erosion control paving check dams, flumes, or other energy dissipating structures and seeding and/or sodding of open channels and unpaved road ditches proposed to be constructed shall be in accordance with the design and construction standards approved by the Village Board.

- C. Where a sanitary or utility district has been created pursuant to Wis. Stats. § 60.70 for the purpose of providing and constructing surface drainage facilities, storm sewers, or other drainage improvements, such plans and standard specifications shall be further subject to approval by the sanitary district board or commission.
- D. The developer shall assume the cost of installing all storm sewers within the proposed subdivision except for the added cost of installing storm sewers greater than 24 inches in diameter which are necessary to serve tributary drainage areas lying outside of the proposed land division. In addition, the developer shall pay to the Village or sanitary district wherein the land division is located a storm sewer trunk line connection fee based on the added cost of installing larger sewers in the total tributary drainage area which shall be prorated in proportion to the ratio which the total area of the proposed plat is to the total drainage area to be served by such larger sewers.

§ 330-53. Water supply facilities.

When it is proposed to establish a private water supply and distribution system to serve two or more lots, the developer shall cause such water supply and distribution facilities to be installed in such a manner as to make adequate water service available to each lot within the land division.

§ 330-54. Other utilities.

The developer shall cause electrical power and telephone facilities and, where possible, natural gas to be installed in such a manner as to make adequate service available to each lot in the land division. No electrical or telephone service shall be located on overhead poles unless otherwise allowed by the Village Plan Commission due to exceptional topography or other physical barrier. Plans indicating the proposed location of all gas, electrical power, telephone and TV cable distribution and transmission lines required to service the plat shall be submitted with the street plans and be approved by the Village Engineer. Such utilities shall be constructed prior to Village Engineer approval of final grading. Once installed, it shall be the responsibility of the developer to complete or cause the completion of the restoration of any lands disturbed by such installation to the satisfaction of the Village Engineer.

§ 330-55. Streetlights.

The Village Board may require the developer to install streetlights. See Chapter 234, Lighting, Outdoor.

§ 330-56. Street and regulatory signs.

The Village Board shall require the installation of street signs at the intersection of all streets proposed to be dedicated, and the developer will pay for the cost of signs, plus the cost of installation. The developer shall also be responsible for all permanent barricades and regulatory traffic signs within the subdivision or minor land division.

§ 330-57. Planting screens.

The Village Plan Commission may require a planting screen between conflicting land uses, and/or to provide visual and sound screening along arterial streets or highways. Such plantings shall be placed by the developer within a designated planting easement of adequate width, but not less than 30 feet, and shall conform to plans required as a part of the preliminary plat submittal, which plans shall be of sufficient accuracy and detail regarding height, size, and species for review by the Village Plan Commission.

§ 330-58. Sediment control.

The developer shall plant those grasses, trees, and vines of a species and size specified by the Village Board necessary to prevent soil erosion and sedimentation. The Village Board may require, following review and approval by the Village Engineer, the developer to provide or install certain protection and rehabilitation measures such as fencing, slopes, sodding and/or seeding, trees, shrubs, riprap, wells, revetments, jetties, clearing, dredging, snagging, drop structures, brush mats, willow poles, and grade stabilization structures. In addition:

- A. Tree cutting and shrubbery clearing on wooded parcels shall be kept to a minimum on the lot or tract and shall be conducted so as to prevent erosion and sedimentation; preserve and improve scenic qualities; and, during foliage, substantially screen the development from stream or lake users.
- B. Paths and trails in wooded and wetland areas shall not exceed 10 feet in width unless otherwise approved by the Village Plan Commission, and shall be so designed and constructed to result in the least removal and disruption of trees and shrubs, and the minimum impairment of the natural beauty.
- C. Earth moving, such as grading, topsoil removal, mineral extraction, stream course changing, road cutting, waterway construction or enlargement, removal of stream or lake bed materials, excavation, channel clearing, ditching, drain tile laying, dredging, and lagooning, shall be conducted to prevent erosion and sedimentation and to least disturb the natural flora, watercourse, water regimen, and topography (see §§ 330-63 and 330-64).
- D. Review of the conduct of all cutting, clearing, and moving may be requested of the county soil and water conservation district supervisors, the state district fish and game managers, and the state district forester by the Village Board or Village Plan Commission as it deems appropriate.

§ 330-59. Optional provision of required improvements and facilities.

If for any reason the developer fails to install required improvements or facilities as prescribed in this article or as ordered by the Village Board pursuant to this chapter, the Village Board may install such improvements and assess the full cost of such installations, plus 10% for administration against the developer or property owner as set forth in Wis. Stats. § 66.0627. Also, the Village and developer may agree to have public improvements installed by the Village pursuant to Wis. Stats. §§ 66.0627 and 66.0701.

**ARTICLE VIII
Construction****§ 330-60. Commencement.**

No construction or installation of improvements shall commence in a proposed subdivision until the preliminary plat or preliminary certified survey map, street plans, storm drainage plans, grading plans and erosion/sediment control plans have been approved, and the Village Board has given written authorization for such commencement.

§ 330-61. Building permits.

No building, zoning, or sanitary permits shall be issued for erection of a structure on any lot not of record on December 31, 1980, until all the requirements of this chapter, the county and the state have been met.

§ 330-62. Occupancy permit.

No occupancy permit shall be issued until all requirements of this chapter are met to the satisfaction of the Village Engineer and Building Inspector.

§ 330-63. Plans.

When applicable, the following plans and accompanying construction specifications as prepared by a civil engineer may be required by the Village Engineer and shall be reviewed by the Village Plan Commission upon request of the Village Board before authorization of construction or installation of improvements:

- A. Street plans and profiles showing existing and proposed grades, elevations, and cross section of required improvements. A three-line profile is required.
- B. Sanitary sewer plans and profiles, showing the locations, grades, sizes, elevations, and materials of required facilities.
- C. Storm sewer, drainage channel plans and profiles, and detention/retention ponds showing the locations, grades, sizes, cross sections, elevations, and materials of required facilities.
- D. Water main plans and profiles, showing the locations, sizes, elevations and materials of required facilities.

- E. Erosion and sedimentation control plans showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion and sedimentation. Such plans shall generally follow the guidelines and standards set forth in the publication, Best Management Practices, and as set forth in § 330-64.
- F. Planting plans showing the locations, age, caliper, and species of any required grasses, vines, shrubs, and trees.
- G. Master grading plan showing existing and final contour intervals.
- H. Plans for all private utilities shall be submitted with street plans.
- I. Additional special plans or information as required by the Village Board.

§ 330-64. Erosion control.

- A. The developer shall cause all grading, excavations, open cuts, side slopes, and other land surface disturbances to be mulched, seeded, sodded, or otherwise protected so that erosion, siltation, sedimentation, and washing are prevented, in accordance with the plans and specifications and at such times as approved by the Village Engineer. Such erosion control may include, but is not limited to, the following measures:
 - (1) Sod laid in strips at right angles to the direction of drainage at those intervals necessary to prevent erosion.
 - (2) Temporary vegetation and mulching provided to protect critical areas, with permanent vegetation installed as soon as practical.
 - (3) Construction at any given time being confined to the smallest practical area and for the shortest practical period of time.
 - (4) Sediment basins installed and maintained at all drainageways to trap, remove, and prevent sediment and debris from being washed outside the area being developed.
- B. The developer shall follow the Best Management Practices manual as set forth in § 330-63E.

§ 330-65. Existing flora.

The developer shall make every effort to protect and retain all existing trees, shrubbery, vines, and grasses not actually lying in public roadways, drainageways, building foundation sites, private driveways, soil absorption waste disposal areas, paths, and trails. Any such flora are to be protected and preserved during construction in accordance with sound conservation practices, including the preservation of trees by the use of wells or islands or retaining walls whenever abutting grades are altered.

§ 330-66. Inspection.

The developer, prior to commencing any work within the land division, shall make arrangements with the Village Engineer to provide for adequate inspection. The Village Engineer shall inspect and approve in writing all required or necessary work prior to approval of the final plat or release of any sureties.

§ 330-67. Changes and modification.

The Village Engineer or the developer may petition the Village Board to secure changes or modifications to an approved preliminary plat or preliminary certified survey map as the development progresses.

ARTICLE IX**Fees****§ 330-68. Generally.**

The developer shall pay the Village all required fees and at the times specified in this article and as required by chapter 40.11 of this code before being entitled to recording of a final plat or final certified survey map. All fees are nonrefundable.

§ 330-69. Pre-preliminary plat and certified survey map review fee.

The developer shall pay a fee in the amount set by resolution of the Village Board from time to time for each lot or parcel within the pre-preliminary plat or certified survey map to the ~~Clerk~~Village Clerk at the time of submittal for review by the Village Plan Commission.

§ 330-70. Preliminary plat.

The developer shall pay a fee in the amount set by the Village Board in the fee schedule to the ~~Clerk~~Village Clerk at the time of first application for approval of any preliminary plats or certified survey maps to assist in defraying the cost of their review. A reapplication fee shall be paid to the ~~Clerk~~Village Clerk at the time of reapplication for approval of any preliminary plat or certified survey map which has previously been reviewed.

§ 330-71. Improvement review fee.

The developer shall pay a fee equal to the actual cost of review by the Village Engineer of any and all improvement plans and specifications submitted as a part of land subdivision procedure and prior to commencement of construction.

§ 330-72. Inspection fee.

The developer shall pay a fee equal to the actual cost to the Village of such inspection by the Village Engineer as the Village deems necessary to ensure that the construction of the

required improvements is in compliance with the plans, specifications, codes, and ordinances of the Village or any other governmental authority.

§ 330-73. Final plat and certified survey map review fee.

The developer shall pay a fee in the amount set by the Village Board in the fee schedule to the ~~Clerk~~Village Clerk at the time of first application for final plat or certified survey map approval to assist in defraying the cost of their review. A reapplication fee shall be paid to the ~~Clerk~~Village Clerk at the time of a reapplication for approval of any final plat or certified survey map which has previously been reviewed.

~~§ 330-74. Village engineering fee.~~

~~The developer shall pay a fee equal to the actual cost to the Village for all engineering work incurred by the Village in connection with any plat or certified survey map. Engineering work shall include the preparation of construction plans and specifications requested by the developer or ordered by the Village Board. Inspection, checking, and reviewing of work by the Village Engineer requires fees as provided in §§ 330-71 and 330-72.~~

~~§ 330-75. Legal fee.~~

~~The developer shall pay a fee equal to the cost of any legal work which may be undertaken by the Village in connection with the plat or certified survey map. Legal work shall include the drafting or reviewing of contracts between the Village and the developer, the drafting or review of covenants, any actions or proceedings to enforce the covenants and any actions or proceedings to enforce this chapter, together with expenses and disbursements.~~

§236.45

(4) Procedure. Before adoption of a subdivision ordinance or any amendments thereto the governing body shall receive the recommendation of its planning agency and shall hold a public hearing thereon. Notice of the hearing shall be given by publication of a class 2 notice, under ch. 985. Any ordinance adopted shall be published in form suitable for public distribution.

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ORDINANCE 2013-08-01

**AN ORDINANCE TO REPEAL, RECREATE, RENAME AND RENUMBER
CHAPTER 66, ENTITLED "SUBDIVISION REGULATIONS" AND TO ADOPT
CHAPTER 330, ENTITLED "SUBDIVISION OF LAND"**

WHEREAS, the Village of Richfield has an existing Subdivision Code, entitled "Subdivision Regulations", which was adopted on May 10, 1984, by Ordinance No. 84-1; and,

WHEREAS, on May 03, 2012 the Village Board of the Village of Richfield resolved as part of a "Strategic Plan" a goal to *Maintain and Personify Small, Responsible and Accountable Local Government*, an objective to *Continue to develop organizational policies and procedures*, and a task of *Recodification of Village Ordinances*; and,

WHEREAS, the recodification of the Subdivision Regulations provides clear, concise and consistent language, while improving the efficient, effective, economical and equitable administration of government in the Village of Richfield;

NOW, THEREFORE, the Village Board of the Village of Richfield, Washington County Wisconsin DO HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Chapter 66 of the Village of Richfield Village Code entitled, "Subdivision Regulations" is hereby re-numbered Chapter 330, and is renamed "Subdivision of Land".

SECTION 2. Chapter 66, entitled "Subdivision Regulations" is hereby repealed and recreated as follows:

SECTION 3. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific Section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, Sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 4. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Adopted this 15th day of August, 2013.

Attest

Joshua Schoemann, Village Clerk

John Jeffords, Village President

(Class II Pubic Notice)
NOTICE OF PUBLIC HEARING
VILLAGE OF RICHFIELD
Thursday, August 15, 2013

PLEASE TAKE NOTICE:

Notice is hereby given pursuant to Section 19.84, Wis. Stats., Section 236.45(4), Wis. Stats., and provisions of the Village of Richfield Code of Ordinances, that the Village Board of the Village of Richfield will conduct a public hearing on Thursday, August 15, 2013 at 7:30 p.m. at the Village Hall, located at 4128 Hubertus Road, Hubertus, WI 53033, to consider amendments to Chapter 66 of the current Village Code, entitled Subdivisions Regulations, which will become Chapter 330 with the passage of the new Village of Richfield Code.

The proposed amendments may directly or indirectly affect properties in the Village. For information regarding this public hearing, please contact Joshua Schoemann, Village Administrator at (262)-628-2260. The draft ordinance is available at the Village Hall from the Village Clerk during normal business hours.

All interested parties will be heard. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's Office at (262)-628-2260 with as much advance notice as possible.

Dated this July 23, 2013

Publication Dates:

August 1, 2013

August 8, 2013

Caroline Fochs
Deputy Clerk
Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033
(262)-628-2260

Deputy Clerk

From: Freeman Legals [freemanlegals@conley.net.com]
Sent: Tuesday, July 23, 2013 12:13 PM
To: Deputy Clerk
Subject: Re: legal ad for public hearing

Caroline,

This will run on 8/1 and 8/8 in the Daily News.

Thanks,

Teri Dahnke

*Waukesha Freeman, Oconomowoc Enterprise,
News Graphic and Daily News
Legal Department
Tel: 262-513-2697
Fax: 262-542-2015*

From: Deputy Clerk <deputyclerk@richfieldwi.gov>
Date: Tue, 23 Jul 2013 12:07:10 -0500
To: 'Freeman Legals' <freemanlegals@conley.net.com>
Cc: Joshua Schoemann <administrator@richfieldwi.gov>
Conversation: legal ad for public hearing
Subject: legal ad for public hearing

Hello,

Please publish in the August 1 and August 8th editions. Thanks.

Caroline Fochs, WCMC

Deputy Clerk

Village of Richfield

Population 11,300

4128 Hubertus Road

Hubertus, WI 53033

(262)628-2260

(262)628-2984 - FAX

richfieldwi.gov <mailto:deputyclerk@richfieldwi.gov>

LIKE us on Facebook! <<http://www.facebook.com/pages/Village-of-Richfield/115744827481>>

Follow us on Twitter, @RichfieldWis <<https://twitter.com/RichfieldWis>>

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VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

7

MEETING DATE: September 19, 2013

SUBJECT: Consent Agenda
DATE SUBMITTED: September 11, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

ISSUE SUMMARY:

Included for your review are the Vouchers for Payment, Treasurer's Report, Plan Commission Report, the Village Board Minutes from August 15, 2013, and new Operator Licenses.

FISCAL IMPACT:

REVIEWED BY:

Thomas J. Korman
Village Deputy Treasurer

Initial Project Costs: None
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Vouchers for Payment
2. Treasurer's Report
3. Plan Commission Report
4. Meeting Minutes
5. New Operator License List, Copy of Applications, Background Investigation Reports

STAFF RECOMMENDATION:

Motion to approve consent agenda as presented.

APPROVED FOR SUBMITTAL BY:

CF
Village Staff Member

JS
Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

			VILLAGE OF RICHFIELD	August-13	
			*NEED VOUCHER APPROVAL		
CHECK #	PO#	DATE	PAYEE	AMOUNT	COMMENTS
			BATCH #1		
6262		8/9/13	WE Energies	2,199.32	Street Lighting
6263		8/9/13	Waste Management of Milwaukee	456.69	Waste Disposal
6264		8/9/13	Charter Communications	112.05	Broadband Connection
6265		8/9/13	Premium Waters Inc	33.99	Water/Water Cooler
6266		8/9/13	WI Dept of Justice	84.00	Criminal Investigations
ACH		8/12/13	Village of Richfield P/R	15,636.30	BiWeekly Payroll
EFTPS		8/12/13	Electronic Federal Tax Payment	5,833.90	Fica/Fed Tax
ACH		8/12/13	Wisconsin Dept of Revenue	2,396.03	State Withholding Tax
ACH		8/12/13	Employers Trust Fund	8,708.66	Retirement for July 2013
ACH		8/12/13	Capital One Bank	3,133.33	ICMA Conference; State Seals; Tires for 4720 Tractor
6267-6294			August Payables		Approved at August 15th Meeting
ACH		8/12/13	Village of Richfield P/R	15,853.68	BiWeekly Payroll
EFTPS		8/12/13	Electronic Federal Tax Payment	5,925.23	Fica/Fed Tax
ACH		8/12/13	Wisconsin Dept of Revenue	1,269.05	State Withholding Tax
6295		8/26/13	WE Energies	1,875.36	Heat/Electric Bills
6296		8/26/13	American Design and Build	100.00	Escrow Refund
6297		8/26/13	Euro Machinery Specialists	400.00	Escrow Refund
6298		8/26/13	Zapp Electric LLC	50.00	Refund of Electrical Permit
6299		8/26/13	Fox Bros Piggly Wiggly	35.00	Refund of Park Rental Deposit
6300		8/26/13	Richfield Vol Fire Dept	100.00	Fire Inspection Fee
6301		8/26/13	General Code	247.49	Code Book Update
6302		8/26/13	FP Mailing Solutions	107.85	Postage Meter
6303		8/26/13	Lakeland Multi-Flo	250.00	Service Contract for Septic System
6304		8/26/13	Leadership Germantown Committee	50.00	Membership Fee for Deputy Clerk
ACH		8/26/13	Capital One Bank	504.85	MIsc Charge Items
			TOTAL BATCH #1	65,362.78	Checks Written End of August 2013
			BATCH #2		
			PO#		
ACH		9/3/13	United Health Care	8,974.05	Health Insurance for Sept 2013
ACH		9/3/13	Village of Richfield P/R	2,034.13	Monthly Payroll
EFTPS		9/3/13	Electronic Federal Tax Payment	557.72	Fica/Fed Tax
6305		9/4/13	American Design & Build	100.00	Refund of Escrow (replaces check #6296)
6306		9/4/13	Five Star Fireworks	4,000.00	Balance of Firework Display
6307		9/4/13	Waukesha Lime and Stone	50.40	50# Superfine 100 Stone
6308		9/4/13	Donna Sobotta	55.00	Refund of Operators License
6309		9/4/13	NorthShore Bank Leasing LLC	1,066.04	Lease Payment for (2) Vehicles for Inspections

6310		9/4/13	Waste Management of Milwaukee	456.69	Waste Disposal
6311			Voided Check		
6312		9/6/13	A T & T	200.79	Phone Bill
6313		9/6/13	Neu's Building Center	17.64	Hwy Dept Supplies
6314		9/6/13	Equal Rights Division	67.50	Work Permits for August 2013
ACH		9/10/13	Village of Richfield P/R	16,453.12	BiWeekly Payroll
EFTPS		9/10/13	Electronic Federal Tax Payment	6,209.24	Fica/Fed Tax
ACH		9/10/13	Wisconsin Dept of Revenue	1,201.25	State Withholding Tax
ACH		9/10/13	Wisconsin Deferred Comp	225.00	457 Plan
6315		9/10/13	Joel Jaster	92.10	Mileage for Inspections
6316		9/10/13	Gregory Darga	7.35	Mileage for Inspections
6317		9/10/13	Charter Communications	112.05	Broadband Connection
			TOTAL BATCH #2	41,880.07	Checks Written Beginning of August 2013
	PO#		BATCH #3		
			Ayer Electric	226.95	Service Call for Tennis Courts
			Arenz, Molter, Macy, Riffle & Larson SC	6,341.00	Attorney Fees
			Associated Appraisal Consultants Inc	3,958.33	Assessor Fees
		11-13002	Badger State Logistics	513.78	Paper Towels; Hand Towels; Toilet Paper
		2-13069	Batteries Plus LLC	105.50	Battery for Truck #8
		1-13001	Bubrick's Complete Office	47.64	Office Supplies
			Cintas Corporation	617.05	Uniform Maintenance
			Civi Tek Consulting	5,474.00	Planning Consultant
			Conley Services LLC	151.41	Legal Notices
			Crispell-Snyder Inc	4,386.08	Engineering Services
		2-13001	Falls Auto Parts	397.53	Truck/Auto Parts
			Hallman Lindsay	540.34	Athletic Paint
		2-13071	Heavy Duty Radiator Repair Inc	1,822.00	Radiator for Truck #7
			Hopson Oil LLC	3,806.35	Diesel/Gas
			Houseman & Feind LLP	521.21	Attorney Fees
			TOTAL BATCH #3	28,909.17	
		2-13070	Lakeside International Truck	434.63	Parts for Truck #7
			Lange Enterprises	127.65	Road Name Signs
			Lannon Stone Products Inc	169.19	Stone for Ditches/Historical Park
		3-13004	Menards	172.97	Hwy Dept/Park Supplies
		1-13010	Minuteman Press	81.20	Envelopes
		2-13065	Northern Safety and Industrial	95.67	Insect Repellent/Steering Wheel Cover
			Office Copying Equipment	168.68	Copier Meter Plan
			Ontech	109.00	Computer Support

			Piggly Wiggly	24.31	Misc Grocery Items
		2-13072	Pomp's Tire Service Inc	457.28	Truck #13 Rear Tires
			Port A John	397.00	Metro Rental
		1-13002	Quill	439.11	Office Supplies
			Richfield Vol Fire Dept	37,079.81	Contract
		2-13074	Ritter Technology LLC	13.46	(2) Hydraulic Fittings
			Schmitt Sanitation	85.00	Pump Holding Tank
			Von Briesen & Roper	43.00	Attorney Fees
			Washington County Hwy Dept	17,982.29	Pavement Marking
			Washington County Sheriff's Dept	25,995.15	Police Contract
			Wolf Bros Fuel	56.00	(2) Gallons Kleenup for Parks
		2-13047	Zarnoth Brush Works Inc	479.88	(62) Poly Wafers
				84,411.28	
			TOTAL	220,563.30	



VILLAGE OF RICHFIELD
Treasurer's Report for August 2013

HSB Checking Account	7/31/13	<u>\$ 1,242,019.37</u>
HSB Checking Account	8/31/13	<u>\$ 1,698,665.04</u>
FNB Entrepreneur Plus Account	8/31/13	<u>\$ 2,500.62</u>
FNB Platinum MMD Account	8/31/13	<u>\$ 497,864.02</u>

INTEREST EARNED IN AUGUST 2013

	Amount	Interest Rates
Hartford Savings Bank (Sweep Account)	\$ 287.78	0.25%
LGIP - General Fund	\$ 0.65	0.07%
LGIP - Park Impact Fees	\$ 2.27	0.07%
LGIP - Fire Impact Fees	\$ 8.80	0.07%
LGIP - Tax Account	\$ 43.47	0.07%
First National Bank Entrepreneur Account	\$ 0.10	0.05%
First National Bank MMDA Account	\$ 61.37	0.15%

Total Interest Earned \$ 404.44

CERTIFICATES OF DEPOSIT

				Date Purchased	Expiration Date
First National Bank	12 Month	0.30%	\$ 250,378.22	3/3/13	3/3/14

**** All CD's are fully FDIC insured****

LOCAL GOVERNMENT INVESTMENT POOL

		Interest Rates
..... LGIP	General Fund	\$ 10,750.87 0.07%
..... LGIP	Fire Impact Fees	\$ 148,634.15 0.07%
..... LGIP	Park Impact Fees	\$ 39,494.16 0.07%
..... LGIP	Tax Account	\$ 718,384.52 0.07%

LETTERS OF CREDIT/PERFORMANCE BONDS/DEVELOPER GUARANTEES

	LETTERS OF CREDIT	EXPIRATION DATE
12/31/2012 Loggers Park LLC	\$ 50,000.00	12/31/2013
3/11/2013 Reflections Richfield Investments LLC	\$ 712,650.00	3/11/2014
3/11/2013 Refections Richfield Investments LLC	\$ 150,000.00	3/11/2014

PERMIT PERFORMANCE BOND

10/10/2005 T-Mobile Central LLC Wireless Communication Tower	\$ 25,000.00	N/A
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VILLAGE OF RICHFIELD MEMO

DATE: 09/13/2013
TO: VILLAGE ADMINISTRATOR SCHOEMANN
CC: VILLAGE BOARD
FROM: JIM HEALY, ASSISTANT TO THE ADMINISTRATOR
RE: SEPTEMBER PLAN COMMISSION REPORT

Discussion/Action Items:

- **Site, Building and Plan of Operation for the Richfield Volunteer Fire Company, located at 2008 STH 175:**
This was a carry-over from the previous month. The only item for consideration was lighting which was approved as presented by American Design and Build.
- **Site, Building and Plan of Operation for a proposed site modification to an existing wireless communication facility located at 2903 STH 167:** The proposal was to pour a concrete slab and place a battery back-up generator on the pad for the benefit of all tower leasees. As submitted, the proposal was approved with several conditions of approval which were contained in the Staff Communication Form.
- **CSM for the property located at 1818 STH 175:** At the advice of Village Attorney Macy, this matter was tabled until the October Plan Commission meeting.
- **Ordinance Amendment to 70.211, Floodplain District:** Village Staff was directed by the Plan Commission to prepare the necessary ordinance amendments as directed by the Wisconsin DNR and FEMA.
- **September 16th Special Plan Commission and Village Board workshop for the 2013-14 Comprehensive Plan Update:** General discussion was had by Staff and the Plan Commission regarding the proposed agenda for the night and how Staff envisions the proceedings to take place.

Village of Richfield
4128 Hubertus Road, Hubertus , WI
Village Board Meeting Minutes August 15, 2013
7:30 pm

Village Board

John Jeffords, Village President
Rock Brandner
Dan Neu
Sandy Voss
Bill Collins

Staff

Joshua Schoemann, Village Administrator
Jim Healy, Assistant to the Administrator

1. Call to Order/Roll Call

The meeting was called to order by Village President John Jeffords at 7:30 pm. A quorum of the Village Board was present. Present: Village President John Jeffords; Village Board of Trustees; Rock Brandner, Sandy Voss, and Bill Collins. Dan Neu was excused from this meeting.

Also present: Village Administrator Joshua Schoemann, and Assistant to the Administrator Jim Healy.

2. Verification of Compliance with Open Meeting Law

Administrator Schoemann verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. PUBLIC HEARING

Administrator Schoemann explained that the subdivision chapter being discussed tonight must have a public hearing before changes are made to it per by state statute. These changes have been made due to the recodification of the entire code book.

Motion by Trustee Voss to open the public hearing, seconded by Trustee Neu. Motion carried unanimously by roll call vote.

a. Public Hearing: Subdivision Regulations

Gilbert Frank of 4156 Elmwood Road, Colgate spoke about the need to change language in this chapter. He would like to see references to sewers changed to septic systems and water mains to private wells.

Michael Watson of 4900 S. Lake Road, Hubertus stated that he would like the code changed to allow for sewer and water to go to referendum.

Greg Galinsky of 4073 Hubertus Road, Hubertus would like the code written to make special exceptions to subdivisions east of State Road 175.

Bill Myers of 4655 Sonseeahray Drive asked that the Board not approve the chapter due to water and sewer references.

Motion by Trustee Voss to close the public hearing, seconded by Trustee Brandner. Motion carried unanimously by roll call vote.

b. Discussion/Action regarding Ordinance 2013-08-01 an ordinance to repeal, recreate, rename and renumber Chapter 66, entitled "Subdivision Regulations" and to adopt Chapter 330, entitled "Subdivision of Land

Village of Richfield
4128 Hubertus Road, Hubertus , WI
Village Board Meeting Minutes August 15, 2013
7:30 pm

Trustee Collins stated he has no problem with removing references to sewer and water. Trustees Brandner, Voss and Neu also agreed.

President Jeffords emphasized that the Board is concerned about protecting our existing aquifers that supply everyone's water in Richfield. Sewer and water in the Village is cost prohibitive, near impossible to implement due to the terrain of Richfield, and the Board is not interested in pursuing sewer and water for its residents.

Administrator Schoemann clarified that the language in the code was adopted in 1984 and this is not new language being inserted into existing code.

Motion by Trustee Collins to table Ordinance 2013-08-01 to the September 19, 2013 meeting.

Trustee Collins stated he would like to amend his motion.

Motion by Trustee Collins to reopen the public hearing at the September 19, 2013 meeting, and to table Ordinance 2013-08-01, seconded by Trustee Brandner. Motion carried unanimously.

5. REPORT

a. Update regarding Richfield, Slinger and Sussex Building Inspections Intergovernmental Agreement

Administrator Schoemann explained that the hiring process is underway for an additional Building Inspector. Seven applicants applied and staff has completed the first and second round of interviews. Administrator Schoemann stated that staff has identified the candidate they would like, that an offer has been presented to that candidate, and negotiations are underway. The new employee's first day will be September 3, 2013.

6. PUBLIC COMMENTS

No one spoke.

7. CONSENT AGENDA

- a. Vouchers for Payment**
- b. Treasurer's Report**
- c. Plan Commission Report**
- d. Meeting Minutes:**
 - i. Village Board, July 18, 2013**
- e. New Operator Licenses**
- f. Unenclosed Premise Permit for Carol Anne's Pizza**

Motion by Trustee Brandner to approve the consent agenda as presented, with the exception of 7e, new operator licenses, seconded by Trustee Voss. Motion carried unanimously.

Motion by Trustee Collins to approve the Operator License list with the exception of Peter Samson, seconded by Trustee Neu. Motion carried unanimously.

Administrator Schoemann explained that due to items found in the background check, Mr. Samson was asked if he would like to attend the meeting to speak on his own behalf.

Peter Samson of 4426 Trilium Lane, Slinger, WI 53086 stepped forward to speak. He is currently

Village of Richfield
4128 Hubertus Road, Hubertus , WI
Village Board Meeting Minutes August 15, 2013
7:30 pm

working at Fat Charlies in Richfield. Trustee Collins asked what has changed since his alcohol-related offenses. Mr. Samson stated he has started attending school, he has two jobs, and is trying to better his life.

Motion by Trustee Brandner to approve the Operator's License for Peter Samson, seconded by Trustee Collins. Motion carried unanimously.

8. DISCUSSION/ACTION ITEMS

a. Discussion/Action regarding Ordinance 2013-08-02 an ordinance to revise and consolidate, amend, supplement and codify the general ordinances of the Village of Richfield

Administrator Schoemann explained that the recodification of the Village code was primarily correcting references to Statutes, or just cleaning up language. However, significant changes were made to new violation penalties, new fees for professional services, updated fees for animals, and snow emergency procedures.

Motion By Trustee Voss to approve Ordinance 2013-08-02, an ordinance to revise and consolidate, amend, supplement and codify the general ordinances of the Village of Richfield, Washington County, Wisconsin, with the exception of chapter 330 seconded by Trustee Neu. Motion carried unanimously.

b. Discussion/Action regarding request from Richfield Historical Society and recommendation from Park Commission to reallocate funds from Historical Park Budget

Administrator Schoemann explained that the Historical Society has concerns regarding the existing road, and is seeking improvements to it. The Historical Society Board and the Richfield Park Commission have approved the project. A representative from the DNR has visited the property and has given verbal approval of the project as well.

Concerns of staff include the lack of a design and the possibility of more traffic using this road. Administrator Schoemann suggested a gate be installed.

Herb Lofy 4434 Pleasant Hill Road, representative of the Historical Society answered questions from the Board.

Motion by Trustee Neu to approve the request from Richfield Historical Society and recommendation from Park Commission to reallocate \$4999 funds from Historical Park Budget for the construction of a gravel road in the Nature Park at the described location with the following conditions of approval:

1. Village staff will work with the Richfield Historical Society to improve the existing design and minimize the impact of the project on the nature and the beauty of the park;
2. Village staff will procure a minimum of three proposals accepting the lowest responsible proposal according to Village policy;
3. Village staff shall receive a correspondence from the DNR prior to executing the contract with the contractor;
4. Village staff will work with the Historical Society and will present a proposal in 2013 to install a gate at this location.

seconded by Trustee Brandner. Motion carried unanimously.

c. Discussion regarding date/time for Public Works Tour

Village of Richfield
4128 Hubertus Road, Hubertus , WI
Village Board Meeting Minutes August 15, 2013
7:30 pm

It was decided that the tour would be held on August 28, 2013 at 7:30 am.

8. PUBLIC COMMENTS (...continued)

No one spoke.

10. ADJOURNMENT

Motion by Trustee Collins to adjourn the meeting at 8:40 pm, seconded by Trustee Brandner. Motion carried unanimously.

Respectfully submitted,

Caroline Fochs, Deputy Clerk

September 19, 2013 Meeting

New Operator Licenses

Name	Place of Employment	Course or valid license	Criminal History	Recommendation
Jenalee Berry	Amici's	Course	No	Approve
Garrett Mack	Kettle Hills Golf Course	Valid License	See report	Approve
Sharlene Newman	The Hairy Lemon	Course	No	Approve
Melisa Kramer	Fox & Hounds	Valid License	No	Approve



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

8a.

MEETING DATE: September 19, 2013

SUBJECT: Fee Schedule

DATE SUBMITTED: September 12, 2013

SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY QUESTION:

Should the Village Board approve the fee schedule to reflect the changes made via the recodification, as well as updating various personnel hourly rates?

ISSUE SUMMARY:

The fee schedule has been amended to include updated fees per the Village Board's approval of the Village Code recodification. In addition, various other updates have been made and are noted in the attached 'red-line' version.

FISCAL IMPACT:

REVIEWED BY:

Donna Jackson
Village Deputy Treasurer

Initial Project Costs: None

Future Ongoing Costs: None

Physical Impact (on people/space): None

Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. Resolution R2013-09-01
2. Existing fee schedule
3. Amended fee schedule

STAFF RECOMMENDATION:

Motion to approve Resolution R2013-09-01 a resolution amending the fee schedule for the Village of Richfield.

APPROVED FOR SUBMITTAL BY:

CK

Village Staff Member

JB

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____

Ordinance No. _____

Approved _____

Other _____

Continued To: _____

Referred To: _____

Denied _____

File No. _____

STATE OF WISCONSIN

VILLAGE OF RICHFIELD

WASHINGTON COUNTY

RESOLUTION R2013-09-01

A RESOLUTION AMENDING THE FEE SCHEDULE FOR THE VILLAGE OF RICHFIELD

WHEREAS, the Village Board of the Village of Richfield, Washington County, Wisconsin, has determined that it is prudent that the fees be reviewed for cost effectiveness; and

WHEREAS, modifications have been identified and revisions requested to the fee schedule.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Richfield, that the following fee schedule be approved as defined in the attached schedule and be effective upon passage and posting of this resolution.

PASSED THIS 19th DAY OF SEPTEMBER, 2013 BY THE VILLAGE BOARD OF THE VILLAGE OF RICHFIELD, WASHINGTON COUNTY, WISCONSIN.

John Jeffords, Village President

Attest: Joshua Schoemann, Administrator/Clerk



VILLAGE OF RICHFIELD

FEE SCHEDULE

Current

GENERAL

NSF Checks	\$25.00
Copies	
General	\$0.25/page
Voting Records	Per GAB requirements
CD's/DVD's	\$4.00 per CD/DVD
Maps	\$2.50
Zoning Map – Colored - Small	\$7.00
Zoning Map – Colored – Large	\$12.00
Zoning Code	\$25.00
Land Division Ordinance	\$15.00
Municipal Code (Complete)	\$300.00
Park Rental	\$50.00 (\$20 refunded if left clean and undamaged)
Dog License	\$10.00/spayed, neutered \$20.00/unaltered \$5.00 late charge \$5.00 lost license charge \$5.00 change of ownership \$30.00 Animal Fancier Permit \$36.00 Kennel License/12 dogs, \$4.00 each additional dog
Work Permits	Per State requirements

LICENSES AND PERMITS

Solid Waste Hauler License Fee	\$150.00
Burning Permit	\$3.00/30 days
	\$15/calendar year
Cigarette	\$65.00/year
Coin Machine	\$25.00/each
Fireworks Permit	\$50.00
Groundwater Protection Permit	\$1,000 escrow with actual costs based upon hourly rates and balance will be refundable.
Operator License	
Provisional	\$5.00/60 days
New	\$50.00
Renewal	\$25.00
Temporary	\$5.00/14 days
Replacement/Additional License	\$2.00
Liquor License	
Class "A"; "Class B" Beer	\$100.00/year
"Class A"; "Class B" Liquor	\$375.00/year
"Class C" Wine	\$100.00/year
Provisional Retail License	\$15.00
Reserve "Class B" License	\$10,000.00
Temporary Picnic License	\$10.00
Unenclosed Premise	\$20.00
Peddler, Hawker, Canvasser, Solicitor	\$100.00
Publication Fee (Liquor License)	\$10.00
Target Range	\$10.00/year
Trap Range	\$50.00/year
Utility/Right of Way Permit	\$75.00
Adult Oriented Establishment	\$250.00
Late Penalty	\$100.00
Weights and Measures Annual Permit	\$30.00
Heavy Capacity Device/Scanner	\$16.50/unit
Small counter scale or liquid	\$14.75/unit

Arcade License	\$100.00
----------------	----------

PARKS AND RECREATION

Baseball Field Rental*	\$35.00/game
	\$45.00/double-header
	\$55.00/all day-per field
	\$35.00* deposit due for all rentals

*Does not apply to events sponsored by the Village of Richfield.

Village Park Shelter Rental	\$40.00
	\$50.00 deposit

Park and Open Space Areas	\$25.00 – (Only required if reservation needed)
(soccer fields, basketball courts, observation deck, etc.)	\$25.00 deposit

Wild Marsh Landing	\$5.00 daily pass
	\$25.00 season pass

PLANNING/ZONING

Certified Survey Map (CSM)	\$450.00
Variance/Zoning Appeal	\$455.00
Rezoning Petition	\$400.00
Private Unit Development (PUD): Residential	\$500.00
Mixed Use	\$1,000.00
PUD Amendment	\$750.00
PUD Mixed Use Per Acre	\$100.00
Zoning Permit	\$75.00
Non-Metallic Mining Remediation	\$100.00
Site Building and Operation Plan (SBOP)	\$800.00
Conditional Use Permit (CUP)	\$400.00/residential
Conditional Use Permit (CUP)	\$700.00/business, \$500.00/amend
Subdivision Plat	\$1,000.00
Planner Billing Rate	\$100.00/hour
Sign Review	\$100.00
Master Plan Amendment	\$350.00
Conceptual Review	\$150.00
Land Combination	\$450.00
Pre Plat Review	\$1,000.00
Final Plat Review	\$1,000.00
Extraterritorial Review	\$400.00
Walkable Hamlet District Residential Plan Review	\$300.00

Shoreland/Wetland/Floodplains

Accessory Buildings, Pools	\$79.00
New residential, commercial, industrial, agricultural buildings and projects	\$185.00
Additions to residential, commercial, industrial, agricultural buildings and projects	\$160.00
Field determination	\$50.00/1 st hour, \$20.00/additional hour(s)
Certificate of compliance/wetland and floodplain letter	\$28.00
Letter of Credit Processing	\$50.00
Home Occupation Major	See Conditional Use fee
Home Occupation Minor	\$75.00
Failure to obtain proper permits in advance will result in double fees.	

HIGHWAY DEPARTMENT

Labor Rate Per Employee	\$36.74
Labor Rate Per Seasonal Employee	\$15.37
Village Owned Equipment	Based upon hourly equipment rates established by the Wisconsin Department of Transportation – plus 15%
Material/Supplies	Based upon market rates – plus 15%
Weed cutting – Village Equipment	\$125.00/hour
Weed cutting - Contractor	Per contract rate – plus 15%
Other Contracted or Rental Equipment	Based upon actual billing cost – plus 15%

*All sales for labor, equipment and materials are subject to a 5.6% sales tax. Proof of exemption required.

RECYCLING CENTER

Car Tires with or without rims	\$7 each
Pick-up Truck Tires – Racing Tires	\$10 each
Large Truck Tires	\$15 each
Farm Tractor Tires	\$30 each
Freon Appliances	\$30 each
(Refrigerators, Freezers, Dehumidifiers, Air Conditioners)	
Microwave Ovens, Televisions, Electronics	\$20 each
Gas Cans and Drums to 55 Gallons	\$10 each
Propane Tanks – Any size	\$15 each
Lumber	\$15.00/truckload or 4x8 trailer \$20.00/dual axle trailer or larger
Minimum charge for small quantities	\$8.00
Yard Waste	\$5.00/truckload or 4x8 trailer \$10.00/dual axel trailer or larger

BUILDING PERMIT FEES

Permit Required	Fee
(1) Minimum fee for all permits	\$40.00
(2) Residence, one- and two-family and attached garages	\$0.24/square foot
(3) Residences and apartments, three-family and over, row housing, multiple-family dwellings, institutional	\$0.20/square foot
(4) Residences, additions	\$0.20/square foot
(5) Local business, institutional and office buildings or additions thereto	\$0.20/square foot - minimum \$75.00
(6) Manufacturing or industrial (office areas to be included under subsection (5) of this table)	\$0.15/square foot
(7) Permit to start construction of footings and foundations:	
a. Multifamily and industrial/commercial	\$100.00
b. One- and two-family	\$75.00
(8) Agriculture buildings, detached garages and accessory buildings	\$0.15/square foot
(9) All other buildings, structures, alterations, residing, reroofing, repairs where square footage cannot be calculated	\$8.00/\$1,000.00 valuation
(10) Heating, incinerator units and wood burning appliances:	
a. Up to and including 150,000 input BTU units	\$40.00/unit
b. Over 150,000 input BTU units	\$15.00/each 50,000 BTU or fraction thereof additional
(11) Commercial/industrial exhaust hoods and exhaust systems	\$50.00/unit
(12) Heating and air conditioning distribution systems	\$1.15/100 square feet of conditioned area \$25.00 minimum
(13) Air conditioning:	
a. Up to 3 tons or 36,000 BTU's	\$40.00/unit

b.	Over 3 tons of 36,000 BTU's	\$10.00/each ton or 12,000 BTU's or fraction thereof additional
(14)	Wrecking or razing (building inspector may waive fee if structure is condemned)	\$35.00 minimum + \$0.05/square foot
(15)	Moving buildings over public ways	\$50.00, plus \$0.03/square foot
(16)	Reinspection	\$50.00/inspection
(17)	Plan examination:	
a.	One- and two-family residence	\$125.00
b.	Apartment, three-family residence row housing,	
c.	multifamily building	\$125.00, plus \$10.00/unit
c.	Commercial and industrial alterations and additions	\$150.00
d.	Additions to one- and two-family	\$50.00
e.	Alterations to one- and two-family	\$30.00
f.	Accessory building, 240 square feet or more	\$25.00
g.	Decks, swimming pools	\$25.00
h.	Heating plans, submitted separately	\$30.00
(18)	Special inspections and reports	\$100.00
(19)	State uniform building permit seal	\$35.00
(20)	Road bond	\$2000.00

Note: Permits may be obtained individually or on one form in the categories of construction, heating, ventilation and air conditioning, electrical and plumbing. An additional fee for plan review may be assessed at the time of application for renewal of the permit. See 14.01(K)(2) for expired permit fees.

(20)	Occupancy permits:	
a.	Residential	\$35.00/unit, addition or accessory use
b.	Office, commercial, industrial	\$100.00
(21)	Pools - inground, aboveground, spas	\$8.00/\$1,000.00 valuation, \$40.00 minimum

- | | | |
|------|---|--|
| (22) | Decks | \$50.00 plus plan review |
| (23) | Erosion control fees: | |
| | a. One- and two-family lots | \$125.00/lot |
| | b. Multifamily units | \$200.00/building, plus |
| | | \$5.00/1,000 square feet of disturbed lot area, \$1,000.00 maximum |
| | c. Commercial lots | \$200.00/building, plus |
| | | \$5.00/1,000 square feet of disturbed lot area, \$1,000.00 maximum |
| | d. Industrial lots | \$200/building, plus |
| | | \$5.00/1,000 square feet of disturbed lot area, \$1,000.00 maximum |
| | e. Institutional lots | \$200.00/building, plus |
| | | \$5.00/1,000 square feet of disturbed lot area, \$1,000.00 maximum |
| | f. Other | \$40.00 minimum |
| (24) | Other fees charged to the Village from other government entities for reviewing plans or permits. Fees charged are required to be paid at the time of application. Fees charged are at cost. | |
| (25) | Miscellaneous permits/fees: | |
| | a. Driveway | \$40.00 |
| | b. Fences | \$40.00 |
| | c. Signs | \$40.00, plus \$0.50/square foot over 10 square feet on one side, \$200.00 maximum |
| | d. Temporary Sign | \$10.00 |
| | e. Temporary Support Banner | \$20.00 |
| | f. On-site Contest Signs | \$10.00 |
| | g. Grand Opening Signs | \$20.00 |
| | h. Village Road Bond Administrative Fee | \$50.00* |

*In addition, \$1,000.00 Village road bond required which shall be refunded upon completion of the project in accordance with Village standards.

- | | | |
|----|---------------------------------------|--------------|
| g. | Temporary Storage Containers | \$25.00 |
| | Intergovernmental Reviews/Inspections | \$45.00/hour |

Double fees. Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.

Note: The state fee schedule for commercial building projects, Wis. Admin. Code Comm. chs. 61 to 65, may be charged in lieu of or in addition to this fee schedule at the Village's discretion. Gross square footage calculations are based on exterior dimensions, including garage and each finished floor level. Unfinished basements or portions thereof are included. In determining costs, all construction shall be included with the exception of heating, air conditioning, electrical or plumbing work. All fee categories shall be rounded up to the next full dollar amount.

ELECTRICAL EQUIPMENT AND INSTALLATION

The following fees shall be paid for inspection of all electrical equipment and installation, provided that the minimum total fees for any one job, whether under one or more than one permit, shall be \$40.00:

Permit Required	Fee
(1) Outlets for fixtures, lamps, switches, receptacles	\$0.50
(2) Fixtures - incandescent, fluorescent	\$0.50
(3) Fixtures - arc, mercury, sodium vapor, search, floodlights	\$1.00
(4) Dimmers	\$3.00
(5) GFCI receptacles	\$3.00
(6) Ranges, including outlets or 50 amp outlets or receptacles	\$10.00
(7) Garbage disposal	\$10.00
(8) Dishwasher	\$10.00
(9) Water heater	\$10.00
(10) Clothes dryer	\$10.00
(11) Hydromassage bath tub	\$5.00
(12) Spa or hot tub	\$10.00
(13) Automatic central heating	\$10.00
(14) Air conditioners, 3 tons or smaller in size	\$10.00
(15) Air conditioners, over 3 tons, per ton	\$1.00
(16) Low voltage device	\$1.00
(17) Well pump	\$10.00
(18) Service switches, 0--100 amperes	\$20.00
(19) Service switches, 150 amperes	\$25.00
(20) Service switches, 200 amperes	\$25.00

(21)	Service switches, additional 100 amperes or fraction	\$10.00
(22)	Tubular lamps such as fluorescent, cold cathode lumiline, mercury and sodium vapor per tube	\$0.50
(23)	Miscellaneous heating devices	\$0.35 per foot, per kw
(24)	Power receptacles, 230 volts or over through 30 amperes	\$10.00
(25)	Power receptacles, over 30 amperes	\$10.00
(26)	Motors (per hp or fraction thereof)	\$1.25/horse power
(27)	Feeders and subfeeders No. 6 AWG or larger	\$20.00
(28)	Bathroom heaters	\$3.00
(29)	Bathroom or kitchen exhaust fan	\$3.00
(30)	Sump pump or sanitary lift pump	\$10.00
(31)	Mound systems lift pump and alarm wiring	\$10.00
(32)	Fuel dispensing pump	\$10.00
(33)	Signs - neon per transformer, fluorescent, incandescent	\$10.00
(34)	Generators, rectifiers and transformers (per kw)	\$0.50/kw
(35)	X-ray, moving picture machine, stereopticon machine, and like apparatus	\$8.00
(36)	Wireways, busways, under floor raceways, auxiliary gutters, per foot	\$0.25
(37)	Swimming pool wiring - inground pools	\$40.00
(38)	Swimming pool wiring - aboveground pools	\$25.00
(39)	Failure to call for final inspection	\$25.00
(40)	Reinspection	\$25.00
(41)	(41) Electrical Contractor License – Original	\$45.00
	Renewal	\$35.00

Double fees. Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.

HVAC PERMITS

The following fees shall be paid for inspection of all HVAC permits, provided that the minimum total fees for any one job, whether under one or more than one permit, shall be \$40.00:

Permit Required	Fee
Minimum Permit Fee	\$40.00
New, replacement and modifications	
Furnace Gas, oil electric, boiler	\$40.00/unit
Over 150,000 BTU	\$15.00/50,000 BTU
Air Conditioning	\$40.00/unit
Over 36,000 BTU	\$10.00/12,000 BTU
Heating and A/C Distribution Systems	\$1.15/100 square foot of air conditioned area, \$25.00 minimum
Fireplace or Wood Burning Stove	\$40.00/unit
Commercial/Industrial exhaust hoods and exhaust systems	\$50/unit
Reinspection	\$25.00

Double fees. Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.

PLUMBING PERMITS

The following fees shall be paid for inspection of all plumbing permits, provided that the minimum total fees for any one job, whether under one or more than one permit, shall be \$40.00:

Permit Required	Fee
Minimum Permit Fee	\$40.00
Fixtures	\$7.00
Second and subsequent fixtures, each	\$7.00
Inside sewer	\$20.00 first 75 feet \$0.50/ft thereafter
Outside sewer	\$20.00 first 75 feet \$0.50/ft thereafter
Water Service	\$20.00 first 75 feet

	\$0.50/ft thereafter
Fire protection system, per head,	\$0.50
	\$20.00 minimum
Fire protection hose box, each	\$10.00
Double fees. Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.	

FIRE INSPECTION FEES

Occupancy Inspection	\$ 50.00
Sprinkler System	\$0.50/head
	\$100.00 minimum
Fire Alarm System	\$5.00/initiating device
	\$100.00 minimum
Kitchen Hood and Extinguishing System	\$ 50.00
Protected Spray Booths	\$ 50.00
Reinspection	\$ 25.00

IMPACT FEES

2011 Parks, Playgrounds, and land for Athletic Fields

Single-family or two-family residential development	\$1139.12/dwelling unit
Multi-family residential development	\$854.90/dwelling unit

Fire Protection Facilities

Single family or two-family residential development	\$706.75dwelling unit
Multi-family residential development	\$351.62/dwelling unit
Commercial and institutional developments	\$..078/square foot
Industrial development	\$..063/square foot

RICHFIELD FIRE COMPANY

The Richfield Volunteer Fire Company will set reimbursement fees for emergency services. Copies of such fees will be made available for public inspection at the Richfield Volunteer Fire Company Station #1 at 2008 Highway 175, Richfield, Wisconsin, 53076 and annually to the Village Board.



VILLAGE OF RICHFIELD

FEE SCHEDULE

Proposed

GENERAL

Copies

General \$0.25/page

Voting Records Per GAB requirements

CD's/DVD's/tapes \$4.00 per CD/DVD or tape

Land Division Ordinance \$15.00

Maps \$2.50

Zoning Map – Colored - Small \$7.00

Zoning Map – Colored – Large \$12.00

Municipal Code (Complete) \$300.00

NSF Checks \$25.00

Publication Fee (Liquor License) \$10.00

Special Assessment Letters \$25.00

Zoning Code \$25.00

LICENSES AND PERMITS

Adult Oriented Establishment License	\$250.00
Late Penalty	\$100.00
<u>Renewal Fee</u>	<u>\$100.00 (143-12)</u>
Arcade License	\$100.00
Burning Permit	\$3.00/30 days
	\$15/calendar year
Cigarette	\$65.00/year
Coin Machine	\$25.00/each
Dog Licenses	\$10.00/spayed, neutered
	\$20.00/unaltered
	\$5.00 late charge
	\$5.00 lost license charge
	\$5.00 change of ownership
Animal Fancier Permit	\$30.00
Kennel License	\$36.00 /12 dogs,
	\$4.00 each additional dog
Fireworks Permit	\$50.00
Groundwater Protection Permit	\$1,000 escrow with actual costs
	based upon hourly rates and
	balance will be refundable.
<u>Junk Dealer License</u>	<u>\$50.00 (143-28)</u>
Liquor License	
Class "A"; "Class B" Beer	\$100.00/year
"Class A"; "Class B" Liquor	\$375.00/year
"Class C" Wine	\$100.00/year
Provisional Retail License	\$15.00
Reserve "Class B" License	\$10,000.00
Temporary Picnic License	\$10.00
Unenclosed Premise	\$20.00
<u>Mining permit, annual fee</u>	<u>\$100.00 (143-37A)</u>
<u>Mobile Park License (248-3)</u>	<u>\$50.00 (248-5)</u>
<u>Transfer fee</u>	<u>\$25.00</u>
<u>Parking fee for nonexempt mobile home</u>	<u>Per \$66.0435(3)(c)</u>

Operator Licenses

New	\$50.00
<u>Provisional</u>	<u>\$7.00/60 days</u>
Renewal	\$25.00
<u>Replacement/Additional License</u>	<u>\$2.00</u>
Temporary	\$5.00 / <u>7.00</u> /14 days
Peddler, Hawker, Canvasser, Solicitor	\$100.00
<u>Secondhand Coin and Antique Dealer License</u>	<u>\$100.00 (143-35)</u>
Solid Waste Hauler License Fee	\$150.00
Target Range	\$10.00/year
Trap Range	\$50.00/year
Utility/Right of Way Permit	\$75.00
Weights and Measures Annual Permit	\$30.00
Heavy Capacity Device/Scanner	\$16.50/unit
Small counter scale or liquid	\$14.75/unit
Work Permits	Per State requirements

Comment [DC1]: Actual cost to the Village for doing background check

PARKS AND RECREATION

Baseball Field Rental*	\$35.00 <u>115.00</u> /game
	\$45.00 <u>150.00</u> /double-header
	\$55.00 <u>180.00</u> /all day-per field
	\$35.00 deposit due for all rentals
Village Park Shelter Rental	\$40.00
	\$50.00 deposit
Park and Open Space Area rental	\$25.00
Soccer fields, basketball courts, observation deck, etc	\$25.00 deposit
Wild Marsh Landing	\$5.00 daily pass
	\$25.00 season pass

*Does not apply to events sponsored by the Village of Richfield.

PLANNING/ZONING

Certified Survey Map (CSM)	\$450.00
Variance/Zoning Appeal	\$455.00
Rezoning Petition	\$400.00
Private Unit Development (PUD): Residential	\$500.00
Mixed Use	\$1,000.00
PUD Amendment	\$750.00
PUD Mixed Use Per Acre	\$100.00
Zoning Permit	\$75.00
Non-Metallic Mining Remediation	\$100.00
Site Building and Operation Plan (SBOP)	\$800.00
<u>SBOP amendment</u>	<u>\$400.00</u>
Conditional Use Permit (CUP)	\$400.00/residential
Conditional Use Permit (CUP)	\$700.00/business, \$500.00/amend
Subdivision Plat	\$1,000.00
<u>Petition to amend the Village Code</u>	<u>\$500.00</u>
Planner Billing Rate	\$100.00/hour
Sign Review	\$100.00
Master Plan Amendment	\$350.00
Conceptual Review	\$150.00
Land Combination	\$450.00
Pre Plat Review	\$1,000.00
Final Plat Review	\$1,000.00
Extraterritorial Review	\$400.00
Walkable Hamlet District Residential Plan Review	\$300.00
Shoreland/Wetland/Floodplains	
Accessory Buildings, Pools	\$79.00
New residential, commercial, industrial, agricultural buildings and projects	\$185.00
Additions to residential, commercial, industrial, agricultural buildings and projects	\$160.00
Field determination	\$50.00/1 st hour, \$20.00/additional hour(s)
Certificate of compliance/wetland and floodplain letter	\$28.00
Letter of Credit Processing	\$50.00
Home Occupation Major	See Conditional Use fee

Comment [DC2]: Josh, Jim suggested between \$400-600

Home Occupation Minor \$75.00
 Failure to obtain proper permits in advance will result in double fees.

HIGHWAY DEPARTMENT

Labor Rate Per <u>Full time</u> Employee	\$36.74
<u>Labor Rate Per Part time Employee</u>	<u>\$18.00</u>
Labor Rate Per Seasonal Employee	\$15.37 <u>14.50</u>
Village Owned Equipment	Based upon hourly equipment rates established by the Wisconsin Department of Transportation – plus 15%
Material/Supplies	Based upon market rates – plus 15%
Weed cutting – Village Equipment	\$125.00/hour
Weed cutting - Contractor	Per contract rate – plus 15%
Other Contracted or Rental Equipment	Based upon actual billing cost – plus 15%

*All sales for labor, equipment and materials are subject to a 5.6% sales tax. Proof of exemption required.

RECYCLING CENTER

Car Tires with or without rims	\$7 each
Pick-up Truck Tires – Racing Tires	\$10 each
Large Truck Tires	\$15 each
Farm Tractor Tires	\$30 each
Freon Appliances	\$30 each
(Refrigerators, Freezers, Dehumidifiers, Air Conditioners)	
Microwave Ovens, Televisions, Electronics	\$20 each
Gas Cans and Drums to 55 Gallons	\$10 each
Propane Tanks – Any size	\$15 each
Lumber	\$15.00/truckload or 4x8 trailer \$20.00/dual axle trailer or larger
Minimum charge for small quantities	\$8.00
Yard Waste	\$5.00/truckload or 4x8 trailer

\$10.00/dual axel trailer or larger

BUILDING PERMIT FEES

Permit Required	Fee
(1) Minimum fee for all permits	\$40.00
(2) Residence, one- and two-family and attached garages	\$0.24/square foot
(3) Residences and apartments, three-family and over, row housing, multiple-family dwellings, institutional	\$0.20/square foot
(4) Residences, additions	\$0.20/square foot
(5) Local business, institutional and office buildings or additions thereto	\$0.20/square foot - minimum \$75.00
(6) Manufacturing or industrial (office areas to be included under subsection (5) of this table)	\$0.15/square foot
(7) Permit to start construction of footings and foundations:	
a. Multifamily and industrial/commercial	\$100.00
b. One- and two-family	\$75.00
(8) Agriculture buildings, detached garages and accessory buildings	\$0.15/square foot
(9) All other buildings, structures, alterations, residing, reroofing, repairs where square footage cannot be calculated	\$8.00/\$1,000.00 valuation
(10) Heating, incinerator units and wood burning appliances:	
a. Up to and including 150,000 input BTU units	\$40.00/unit
b. Over 150,000 input BTU units	\$15.00/each 50,000 BTU or fraction thereof additional
(11) Commercial/industrial exhaust hoods and exhaust systems	\$50.00/unit
(12) Heating and air conditioning distribution systems	\$1.15/100 square feet of conditioned area \$25.00 minimum
(13) Air conditioning:	
a. Up to 3 tons or 36,000 BTU's	\$40.00/unit

b.	Over 3 tons of 36,000 BTU's	\$10.00/each ton or 12,000 BTU's or fraction thereof additional
(14)	Wrecking or razing (building inspector may waive fee if structure is condemned)	\$35.00 minimum + \$0.05/square foot
(15)	Moving buildings over public ways	\$50.00, plus \$0.03/square foot
(16)	Reinspection	\$50.00/inspection
(17)	Plan examination:	
a.	One- and two-family residence	\$125.00
b.	Apartment, three-family residence row housing,	
c.	multifamily building	\$125.00, plus \$10.00/unit
c.	Commercial and industrial alterations and additions	\$150.00
d.	Additions to one- and two-family	\$50.00
e.	Alterations to one- and two-family	\$30.00
f.	Accessory building, 240 square feet or more	\$25.00
g.	Decks, swimming pools	\$25.00
h.	Heating plans, submitted separately	\$30.00
(18)	Special inspections and reports	\$100.00
(19)	State uniform building permit seal	\$35.00
(20)	Road bond	\$2000.00

Note: Permits may be obtained individually or on one form in the categories of construction, heating, ventilation and air conditioning, electrical and plumbing. An additional fee for plan review may be assessed at the time of application for renewal of the permit. See 14.01(K)(2) for expired permit fees.

(20)	Occupancy permits:	
a.	Residential	\$35.00/unit, addition or accessory use
b.	Office, commercial, industrial	\$100.00

- | | | |
|------|---|-----------------------------|
| (21) | Pools - inground <u>in ground</u> , aboveground, spas | \$8.00/\$1,000.00 |
| | valuation, | \$40.00 |
| | minimum | |
| (22) | Decks | \$50.00 plus plan review |
| (23) | Erosion control fees: | |
| | a. One- and two-family lots | \$125.00/lot |
| | b. Multifamily units | \$200.00/building, plus |
| | \$5.00/1,000 square feet of disturbed lot area, \$1,000.00 maximum | |
| | c. Commercial lots | \$200.00/building, plus |
| | \$5.00/1,000 square feet of disturbed lot area, \$1,000.00 maximum | |
| | d. Industrial lots | \$200/building, plus |
| | \$5.00/1,000 square feet of disturbed lot area, \$1,000.00 maximum | |
| | e. Institutional lots | \$200.00/building, plus |
| | \$5.00/1,000 square feet of disturbed lot area, \$1,000.00 maximum | |
| | f. Other | \$40.00 minimum |
| (24) | Other fees charged to the Village from other government entities for reviewing plans or permits. Fees charged are required to be paid at the time of application. Fees charged are at cost. | |
| (25) | Miscellaneous permits/fees: | |
| | a. Driveway | \$40.00 |
| | b. Fences | \$40.00 |
| | c. Signs | \$40.00, plus \$0.50/square |
| | | foot over 10 square feet on |
| | | one side, \$200.00 maximum |
| | d. Temporary Sign | \$10.00 |
| | e. Temporary Support Banner | \$20.00 |
| | f. On-site Contest Signs | \$10.00 |
| | g. Grand Opening Signs | \$20.00 |
| | h. Village Road Bond Administrative Fee | \$50.00* |

*In addition, \$1,000.00 Village road bond required which shall be refunded upon completion of the project in accordance with Village standards.

- | | | |
|----|---------------------------------------|--------------|
| g. | Temporary Storage Containers | \$25.00 |
| | Intergovernmental Reviews/Inspections | \$45.00/hour |

Double fees. Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.

Note: The state fee schedule for commercial building projects, Wis. Admin. Code Comm. chs. 61 to 65, may be charged in lieu of or in addition to this fee schedule at the Village's discretion. Gross square footage calculations are based on exterior dimensions, including garage and each finished floor level. Unfinished basements or portions thereof are included. In determining costs, all construction shall be included with the exception of heating, air conditioning, electrical or plumbing work. All fee categories shall be rounded up to the next full dollar amount.

ELECTRICAL EQUIPMENT AND INSTALLATION

The following fees shall be paid for inspection of all electrical equipment and installation, provided that the minimum total fees for any one job, whether under one or more than one permit, shall be \$50.00:

Permit Required	Fee
(1) Light, switch, outlets	\$0.75
(2) Lighting fixtures – incandescent	\$0.75
(3) Dimmers	\$3.00
(4) G.F.C.I. receptacles	\$3.00
(5) Florescent, per tube	\$0.75
(6) Floodlight, mercury light pole base and poles	\$3.00
(7) Temporary service and temporary wiring	\$30.00
(8) Service rewire (each) 100 amps	\$30.00
150 amps	\$35.00
200 amps	\$35.00
Additional per 100 amps	\$20.00
(9) Range, oven, dishwasher, disposal, microwave, refrigerator	\$10.00
(10) Clothes dryer	\$10.00
(11) Water heater	\$10.00
(12) Furnace, air conditioner, boiler, electric furnace (over 3 tons)	
add 1.00	\$10.00
(13) Combination heating and air conditioning unit	\$10.00

(14)	Feeder, sub feeder and raceway-per 100 amps	\$25.00
(15)	Each motor, per HP or fraction thereof	\$1.25/HP
(16)	Signs – florescent, neon or incandescent (per transformer)	\$20.00
(17)	Hydro massage or hot tub	\$10.00
(18)	Smoke detectors, photo cells	\$1.25/ea
(19)	Fire alarm systems	\$50.00
(20)	Exit lighting system	\$30.00
(21)	Fans – bath – paddle – misc.	\$5.00
(22)	Generator, transformer	\$.75/KW
(23)	Power receptacle over 150 volts – First 30 amps	\$10.00
(24)	Well pump	\$20.00
(25)	Mound system lift pump & alarm warning	\$20.00
(26)	Fuel dispensing pump	\$15.00
(27)	Wire ways, busways, underfloor raceways, auxiliary	\$0.50/ft
(28)	Swimming pool wiring (inground <u>in ground</u>)	\$50.00
(29)	Swimming pool wiring (above ground)	\$35.00
(30)	Approved assemblies not included above	\$50.00
(31)	Other (specify)	\$50.00
(32)	Re-Inspection Fee	\$30.00
(33)	Failure to call for inspection	\$50.00

Double fees. Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.

HVAC PERMITS

The following fees shall be paid for inspection of all HVAC permits, provided that the minimum total fees for any one job, whether under one or more than one permit, shall be \$50.00:

Permit Required	Fee
New, replacement and modifications	
Furnace Gas, oil electric, boiler	\$50.00/unit
Over 150,000 BTU	\$16.00/50,000 BTU
Air Conditioning	\$50.00/unit

Over 36,000 BTU	\$16.00/12,000 BTU
Heating and A/C Distribution Systems	\$1.75/100 square foot of air conditioned area, \$25.00 minimum
Fireplace or Wood Burning Stove	\$50.00/unit
Commercial/Industrial exhaust hoods and exhaust systems	\$100/unit
Re-Inspection	\$30.00
Failure to call for inspection	\$50.00
Double fees. Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.	

PLUMBING PERMITS

The following fees shall be paid for inspection of all plumbing permits, provided that the minimum total fees for any one job, whether under one or more than one permit, shall be \$35.00:

Permit Required	Fee
(1) Kitchen Sink	\$10.00
(2) Dishwasher	\$10.00
(3) Garbage Disposal	\$10.00
(4) Water Closet	\$10.00
(5) Shower	\$10.00
(6) Lavatory	\$10.00
(7) Bath Tub	\$10.00
(8) Hot Tub, Spa, Whirlpool	\$10.00
(9) Water Heater	\$10.00
(10) Sump Pump	\$10.00
(11) Sanitary Lift Pump	\$10.00
(12) Laundry Tray	\$10.00
(13) Urinal	\$10.00
(14) Floor Drain	\$10.00
(15) Sight Drain	\$10.00
(16) Sillcock	\$10.00

(17)	Water Softener	\$10.00
(18)	Storm Sewer Conductor	\$10.00
(19)	Backflow Preventor	\$10.00
(20)	Drinking Fountain	\$10.00
(21)	Iron Filter	\$10.00
(22)	Sanitary Building Drain	
	First 75 Feet	\$35.00
	Over 75 Feet	\$0.50/ft
(23)	Sanitary Building Sewer	
	First 75 Feet	\$50.00
	Over 75 Feet	\$0.50/ft
(24)	Water Service	
	First 75 Feet	\$35.00
	Over 75 Feet	\$0.50/ft
(25)	Manhole	\$35.00
(26)	Catch Basin	\$35.00
(27)	Water Service	
	First 75 Feet	\$35.00
	Over 75 Feet	\$0.50/ft
	Each Additional Fixture	\$10.00
	Re-Inspection Fee	\$30.00
	Failure to call for inspection	\$50.00

Double fees. Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.

FIRE INSPECTION FEES

Occupancy Inspection	\$ 50.00
Sprinkler System	\$0.50/head \$100.00 minimum
Fire Alarm System	\$5.00/initiating device \$100.00 minimum
Kitchen Hood and Extinguishing System	\$ 50.00
Protected Spray Booths	\$ 50.00
Reinspection	\$ 30.00

IMPACT FEES**2013 Parks, Playgrounds, and land for Athletic Fields**

Single-family or two-family residential development	\$1197.94/dwelling unit
Multi-family residential development	\$899.04/dwelling unit

Fire Protection Facilities

Single family or two-family residential development	\$743.24/dwelling unit
Multi-family residential development	\$369.78/dwelling unit
Commercial and institutional developments	\$.82/square foot
Industrial development	\$.66/square foot

RICHFIELD FIRE COMPANY

<u>False alarm charge</u>	<u>\$50.00 (179-25)</u>
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The Richfield Volunteer Fire Company will set reimbursement fees for emergency services. Copies of such fees will be made available for public inspection at the Richfield Volunteer Fire Company Station #1 at 2008 Highway 175, Richfield, Wisconsin, 53076 and annually to the Village Board.



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

86

MEETING DATE: September 19, 2013

SUBJECT: Printing Village Maps
DATE SUBMITTED: September 12, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

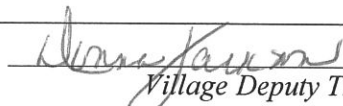
POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO AUTHORIZE THE VILLAGE ADMINISTRATOR TO EXECUTE THE ATTACHED AGREEMENT TO SEEK ADVERTISERS FOR AND PRINT VILLAGE ROAD MAPS?

ISSUE SUMMARY:

Several years ago the Richfield Business Network undertook an effort to print Village Road Maps for distribution at tourist locations, local businesses and elsewhere. Since production of these maps roughly ten years ago, no additional maps have been made. Still, at various times throughout the year, Village Staff receives requests for such maps. Considering this, Staff looked into the prospect of having such maps printed and came up with the attached proposal from NovaPrint USA. As you can see from the attached proposal, NovaPrint USA has a process similar to that which we use for our bimonthly newsletter. They solicit advertisements from local businesses, place the ads and print 3,000 copies of the publication.

Given the nature of the business, and no associated cost to the Village, Staff thought it worthwhile to propose to the Village Board for consideration. If it pleases the Board to authorize the Administrator to execute the attached agreement, we would expect new maps in the Spring of 2014.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: None
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None


ATTACHMENTS:


1. NovaPrint USA Publishing Agreement

STAFF RECOMMENDATION:

Motion to authorize the Village Administrator to execute an agreement with NovaPrint USA for the publication of 3,000 copies of Village Road maps.

APPROVED FOR SUBMITTAL BY:


Village Staff Member


Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

Publishing Agreement

Sponsor: **Village of Richfield**
4128 Hubertus Road
Richfield, WI 53033

Date: **August 9, 2013**

Ship to Address: **same**

Contact: **Ms. Katelyn Schmitt, Intern**
e-mail: **intern@richfieldwi.gov**

Phone: **262-628-2260**
Fax: **262-**

NovoPrint USA, Inc., hereinafter referred to as Publisher, is hereby authorized to produce one (1) full color map for the Village of Richfield. This agreement commences with the 2013-year publication and will terminate with the same year publication for a total of one issue. The map will be 18" w x 24" h with a 4" w x 9" h cover fold and produced on 70# gloss stock paper.

Terms and Conditions

Publisher

- Agrees to furnish to sponsor at no expense 3,000 copies of publication per issue, from which publisher will send one to each advertiser.
- Agrees to be responsible for, to protect and save Sponsor harmless against any liability, damage or expense suffered or sustained by Sponsor by reason of any claim that any of the material supplied to Sponsor by Publisher infringes on some other person's copyright or in relation to the content of the publication, or the interactive publication, including the content of any advertiser obtained by the Publisher.
- Will retain all copyrights to the publication.
- NovoPrint will sell the advertising.
- Agrees to require no money in advance for advertising sold, unless requested.
- Local printers who are Chamber members may bid on the printing of the Map. Local Photographers who are Chamber Members may submit photos to be considered for the publication.
- Publisher will provide a digital file of your map for placement on the Sponsor website.
- Agrees to have final proof to the Sponsor within 90 days of receipt of all necessary ad copy from advertisers and all content requested from Sponsor for Sponsor approval.



Sponsor

- Agrees to be responsible for, to protect and save Publisher harmless against any liability, damage or expense suffered or sustained by Publisher by reason of any claim that any of the material supplied to Publisher by Sponsor infringes on some other person's copyright.
- Agrees to refrain from sponsoring, or participating in, the same or similar type of publication during the term of the agreement of 18 months following the delivery of the final publication.
- Agrees to prominently display link to map on the Village Internet home page.
- Agrees to distribute publication.
- Agrees to actively support the publication with a variety of promotional activities.
- Agrees to be responsible for promptly approving proof copy.
- Agrees to work with NovoPrint USA, Inc. in a timely manner.
- Provide NovoPrint with:
 - Comprehensive list of businesses who would be potential advertisers
 - A letter sent out via e-mail letting the local businesses know of the map project
 - Text for information panel
 - Photos of the community, including possible artwork for the cover

Comments: _____

Ad Pricing

Ad prices for full color ads will be:

Standard ad: \$495

Back Cover ad: \$1,695

Interactive solution may be purchased ala carte for an additional \$100

Sales to:

_____ Businesses in Richfield Only

_____ Any Businesses interested in advertising

Authorized by: _____ Date: _____

Village of Richfield Representative

Authorized by: _____ Date: _____

NovoPrint USA, Inc. Representative



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

8 c

MEETING DATE: September 19, 2013

SUBJECT: Scheduling of January and July 2014 Plan Commission and Village Board Meetings
DATE SUBMITTED: September 11, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO CHANGE THE SCHEDULED DATES OF BOTH THE PLAN COMMISSION AND VILLAGE BOARD MEETINGS DURING THE MONTHS OF JANUARY AND JULY DUE TO THE RESPECTIVE GOVERNMENT HOLIDAYS?

ISSUE SUMMARY:

In 2014, New Year's Day and the Fourth of July holiday fall both within one day of the respective governmental holidays. In light of that fact, Staff is proposing that the Village's Plan Commission and Village Board meetings during the months of January and July be each pushed back one week to allow Staff an appropriate amount of time to prepare the respective packets.

Current Meeting Dates and Times:

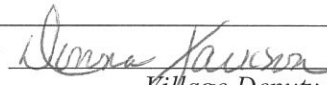
Plan Commission: January 2, 2014 at 7:30PM
Plan Commission: July 3, 2014 at 7:30PM

Proposed Meeting Date and Time:

Plan Commission: January 9, 2014 at 7:30PM
Village Board: January 23, 2014 at 7:30PM

Plan Commission: July 10, 2014 at 7:30PM
Village Board: July 24, 2014 at 7:30PM

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: None
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

None.

STAFF RECOMMENDATION:

Motion to approve the scheduled changes to both the Plan Commission and Village Board meetings in January and July and to direct Staff to advertise the same through their normal methods of communicating to the public (ie: Ch. 98, Social Media, Website, Richfield Happenings Newsletter).

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

8c

MEETING DATE: September 19, 2013

SUBJECT: Scheduling of January and July 2014 Plan Commission and Village Board Meetings
DATE SUBMITTED: September 11, 2013
SUBMITTED BY: Joshua Schoemann, Village Administrator

CF

Village Staff Member

Village Administrator

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

8d

MEETING DATE: September 19, 2013

SUBJECT: 2013 Crack Filling Program

DATE SUBMITTED: September 12, 2013

SUBMITTED BY: Joshua Schoemann, Village Administrator

POLICY QUESTION:

SHOULD THE VILLAGE BOARD AUTHORIZE THE VILLAGE ADMINISTRATOR TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES RELATING TO ROAD CRACK FILLING?

ISSUE SUMMARY:

In the 2013 Village Budget the Highway Department budgeted \$24,000 under the line item "Major Repair and Construction" for crack sealing services. Only Thursday, September 5th Village Staff published a Class I Notice, advertising the Village's intent to execute a contract for crack filling services. Upon Village Board approval Village Staff will seek professional services for crack filling on designated roads at a price not to exceed \$24,000. Prior to final execution of any contract the Village Administrator will consult with the Village President to ensure proper oversight.

FISCAL IMPACT:

REVIEWED BY: _____

Deanna Jackson
Village Deputy Treasurer

Initial Project Costs: TBD

Future Ongoing Costs: General maintenance to seal cracks

Physical Impact (on people/space): N/A

Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. September 05, 2013 Class I Notice
2. Proposed 2013 Crack Filling Inventory

STAFF RECOMMENDATION:

Motion to direct the Village Administrator to seek professional services for crack sealing on designated roads at a price not to exceed \$24,000 with the understanding that the Village President will be consulted prior to final execution of any contract.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

CF

Village Staff Member

JS

Village Administrator

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

AFFIDAVIT OF PUBLICATION

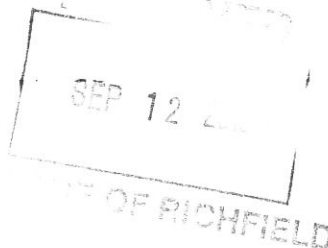
State of Wisconsin Circuit Court Washington County

PROOF OF PUBLICATION

Account Name: Richfield, Village of
Telephone Number: 262-628-2260
Address: 4128 Hubertus Road
Hubertus, WI 53033

ACCT Number: 154039

IN THE MATTER OF: Crack Sealing Notice
AD Number: 95363004
AD Cost: 13.78



**NOTICE OF
CONTRACTS
VILLAGE OF RICH-
FIELD**

PLEASE TAKE NOTICE:
Notice is hereby given that the Village of Richfield is expected to execute a contract for crack sealing as early as one week after this publication. The estimated cost for the contract is expected to be between \$5,000 and \$25,000 and does not require the solicitation of bids per WI Statutes Sec. 61.54. For more information please contact Mike Gauthier, Public Works Superintendent, at (262) 628-2260, ext 118. Dated this August 27, 2013.

Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033
(262) 628-2260
Publish: September 5
WNAXLP

I, Diane Heesen, being sworn, state:

I am the billing coordinator of the Daily News, a public newspaper of general circulation, printed and published in the English language in the City of West Bend, in Washington County, Wisconsin, and fully complying with the laws of Wisconsin relating to the publication of legal notices.

The notice, of which a printed copy attached hereto, is a true copy taken from the newspaper as published on the following dates.

9/5/13

Signed: _____

Diane Heesen, Billing Coordinator

STATE OF WISCONSIN
WASHINGTON COUNTY

SS.

Personally came before me, this date of September 5, 2013
the above named Diane Heesen to me known to be the person who executed
the foregoing instrument and acknowledged the same.

Signed: _____

Deborah Butzlaff

Notary Public, Wisconsin

My Commission expires: 1/3/16



2013 Crack Filling Tentative List

Butt joints from last two paving programs.

Wolf Dr

Mayfield Rd

Scenic from Pleasant Hill to 501 Scenic Rd

Pleasant Hill Rd

Subdivisions:

Fox Hollow

Steeple View Estates

Kettering Ridge

Dakota Fields

Prairie Hollow

Maple Grove (tentative)

Lake Highlands (needs to be driven)

Jordan Cir. (needs to be driven)

Riverview Dr

Heritage Park parking lot by soccer fields (need to discuss, should be done)